



Event Approval Request Policy and Procedure

POLICY

A Temporary Exclusive Use Permit grants the rights to temporary exclusive use of a County facility and provides the authority to use the facility pursuant to the Department's set requirements. This temporary exclusive use permit can be revoked at any time if the applicant conducts themselves in a manner inconsistent with the County's policies and Department rules and regulations.

It is highly recommended that the applicant request exclusive use of the facility as unless requested and approved, areas operated by the Department for recreational uses will remain accessible to the public and will be available for exclusive use by another party. By completing the Event Approval Request (EAR), the applicant agrees and shall ensure their group abides by the Department's set requirements, rules and regulations, Stanislaus County Code, and understands that this event may be cancelled due to noncompliance. If the event is an Organized Competition, please allow for additional time for processing and approval.

PROCEDURE

1. Request must be submitted in writing on the Event Approval Request (EAR) to the Department of Parks & Recreation and include a detailed description of the event and the area(s) requested.
2. The EAR may be mailed to: Stanislaus County Parks and Recreation Attention: EAR, 3800 Cornucopia Way, Suite D Modesto, CA 95358 or emailed to parcs-admin@parksrec.org.
3. Upon completion and submittal of the EAR, the applicant will be contacted to further discuss location availability and the details of the event.
4. Upon approval from the area Manager and final approval from the Director of Parks & Recreation and when necessary, the Board of Supervisors for certain larger events, the event coordinator will notify the applicant and collect the necessary fees and documents (Operations Plan, Insurance, etc.) before issuing the final Director approved Temporary Exclusive Use Permit.
5. Full payment of deposits and fees are due at the time of request.
6. Original documents must be submitted to the Department of Parks and Recreation.
7. The general required documents for special events include the following and can be obtained here: <http://www.stancounty.com/parks/events.shtm>
 - a. Event Approval Request
 - b. Hold Harmless Agreements (HHA's). The Organizational Hold Harmless Agreement is due to the Department prior to the event. The Individual Hold Harmless Agreement(s), if participants are involved may be submitted immediately after event.



STANISLAUS COUNTY
PARKS & RECREATION

DEPARTMENT OF PARKS AND RECREATION

Tera Chumley, MPA
DIRECTOR

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ADMINISTRATIVE MANAGER

- c. A Certificate of Liability Insurance and a separate Additional Insured Endorsement, identifying the following minimum limits must be submitted to the Department prior to the event. An insurance sample for reference is available. Please note: Additional insurance may be required for events.
 - i. \$1 million Personal Injury
 - ii. \$1 million Each Occurrence
 - iii. \$2 million General Aggregate
 - iv. \$1 million Auto Liability
 - v. Description section should state the event name, type, and location.
 - vi. The Certificate Holder section should have the following listed: County of Stanislaus, Department of Parks and Recreation 3800 Cornucopia Way, Suite D Modesto, CA 95358-9492
 - vii. A separate Additional Insured Endorsements must list Stanislaus County, its officers, agents, volunteers, representatives, and employees as additionally insured on the policy.
- d. Workers Compensation is required if the event will be hiring paid workers for the event. This requires that a Waiver of Subrogation be provided with the proof of Workers Compensation. If no workers will be used at the event, a statement of such on group/organization letterhead must be submitted to the event coordinator.
- e. Insurance requirements are subject to change.
- f. Food vendors will require the appropriate license/permit from the Environmental Health Department (209) 525-6700.
- g. Any mobile units such as portable restrooms to be placed in the area of use must be pre-approved by the Department.
- h. Attach the event flyer, maps and other related documents to the EAR (if applicable).
- i. Depending on the type of event, proof of an Outdoor Entertainment Permit and noise waiver or Alcohol Permit may be required from the Sheriff's Office, and proof of a traffic routing plan may be required from the Public Works Department. Additional requirements may be requested from CHP, Fire Department, etc.
- j. Certain larger events may require Board of Supervisors approval as well as coordination between departments and agencies, which would require more than the typical six (6) weeks advance notice, as the coordination between agencies can often take a minimum of six (6) months to work out the requirements and finalize the details.

PLEASE NOTE: A *Special Event Permit Application packet* is also available if your event is a larger event. To request one please contact parks-admin@parksrec.org.

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