

Policies & Procedures for Facility Reservations



Policies & Procedures for Facility Reservations

Recreation & Community Services Division

Table of Contents

Chapter I — Reservable Facilities	1
1 – Purpose	1
2 – Picnic Areas	1
3 – Indoor Facilities.....	1
4 – Athletic Fields & Courts	2
5 – Pools	2
6 – Mobile Stage	2
Chapter II — User Group Classifications	3
1 – User Group Defined	3
2 – In-District vs. Out-of-District.....	3
3 – Class Definitions	3
Chapter III — Rental Fees & Deposits	4
1 – Application Fee	4
2 – Refundable Deposits	4
3 – Hourly Rental Rates.....	4
4 – Parking Fees.....	4
Chapter IV — Rental Permit Applications	5
1 – Rental Permit Requirements	5
2 – Reservation Scheduling	6
3 – Extended Usage	6
4 – Insurance Requirements.....	6
5 – General Manager Rights.....	6
Chapter V — Rules & Regulations	7
1 – Revocation of Permits	7
2 – Setup & Cleanup	7
3 – Decorations	7
4 – BBQ Grills	7
5 – Vendors, Caterers, and Attractions.....	7
6 – Amplified Sound.....	7
7 – Alcohol	7
8 – Security	8
Chapter VI — Changes, Cancellations, and Refunds	8
1 – Permit Changes.....	8
2 – Cancellation & Refund Policy	8

Chapter I — Reservable Facilities

1 – Purpose

Facilities owned and/or operated by the Conejo Recreation & Park District exist, first and foremost, to serve the public. It is desirable that these facilities are utilized to their maximum extent while also being maintained to ensure sustainable operations. To that aim:

When District-sponsored events and activities are not already making use of them, reservable facilities are available for use by residents, organizations, and businesses—residing or located both within and outside of District boundaries—subject to the issuance of a facility rental permit and the payment of associated fees and deposits.

The use of District facilities shall be guided by the type of activity being conducted and the maximum care and capacity. For more information, refer to the District’s website (www.crpdpd.org/reservations).

2 – Picnic Areas

Designated picnic areas may be reserved by individuals or groups at the following sites:

- Borchard Community Park
- Conejo Community Park
- Conejo Creek North Park
- Conejo Creek South Park
- Dos Vientos Community Park
- Thousand Oaks Community Park

Picnic areas not reserved for the day are available on a first-come/first-served basis for groups of fewer than 50 people. However, such groups must vacate any reservable areas at the time a permit group or staff arrives to set up the area.

Amenities vary by location and include shade structures, picnic tables, barbecues, sinks, electrical outlets, and use of on-site restrooms.

The hourly rental rates for all reservable picnic areas are half-price Monday through Friday (excluding district holidays).

3 – Indoor Facilities

Designated indoor facilities may be reserved by individuals or groups at the following sites:

- Borchard Community Center
- Conejo Community Center
- Conejo Creek South Community Room
- Dos Vientos Community Center
- Goebel Adult Community Center
- Hillcrest Center for the Arts
- Old Meadows Center
- Thousand Oaks Community Center
- Thousand Oaks Teen Center

The types of indoor spaces and amenities offered vary by location and include gymnasiums, main halls, kitchens, meeting and activity rooms, classrooms, and other specialized facilities. Tables and chairs are included with all indoor facility rentals.

Liability insurance is required for all indoor facility rentals.

4 – Athletic Fields & Courts

Designated athletic fields and courts may be reserved by individuals or groups at the following sites:

- Borchard Community Park
- Conejo Community Park
- Conejo Creek South Park
- Cypress Park
- Del Prado Playfield
- Dos Vientos Community Park
- Fiore Playfield
- North Ranch Playfield
- Oakbrook Neighborhood Park
- Old Meadows Park
- Pepper Tree Playfield
- Rancho Conejo Playfield
- Thousand Oaks Community Park
- Triunfo Park
- Waverly Park
- Wildflower Playfield

A rental permit is required for all organized team sports activities held at the above locations. Organized team sports activities are not permitted at any other District facilities.

Athletic fields shall not be used by any user groups if the fields have been closed by CRPD Parks Division staff due to inclement weather, soggy field conditions, or scheduled maintenance/refurbishment; permits will be voided, and a refund will be processed according to the District’s cancellation policy.

An organized athletic group found not following CRPD rules may receive a warning; a fee may be imposed for additional violations, as addressed on the rental application.

5 – Pools

The Community Pool at California Lutheran University is operated year-round by CRPD and may be reserved during specified times either in its entirety or lane-by-lane. Hourly rental use of the pools includes access to the on-site restrooms, locker rooms, and pool deck showers.

CRPD operates the pools at Thousand Oaks High School and Newbury Park High School during the summer (the first Monday after the school year ends through the last Friday before the school year begins) and may also be reserved.

Additional fees may be assessed if the number of lifeguards on duty must be increased to maintain safety ratios and for the use of pool lights when applicable.

6 – Mobile Stage

Without the approval of the General Manager, use of the mobile stage is restricted to activities of community-wide interest, shall be used only within District boundaries, and may not be reserved by a group for more than one use per month. A CRPD employee shall be in attendance throughout the entirety of the rental to ensure proper use of the equipment and the safety of patrons. The permittee agrees to hold the District harmless of any financial liability in the event of equipment failure and shall be responsible for all damage to the stage.

The General Manager or his/her designee reserves the right to cancel use with a minimum of seven days’ notice.

Chapter II — User Group Classifications

1 – User Group Defined

The user group (or permittee) is the organization (or individual) responsible for submitting the rental permit application, paying all associated fees and deposits, hosting the event, and ensuring that all guests in attendance adhere to all rules and regulations.

2 – In-District vs. Out-of-District

A resident, business, non-profit organization, or government agency is considered “In-District” if the address listed on the application is located within the District boundaries (Thousand Oaks, Newbury Park, and the Ventura County portion of Westlake Village).

A sports organization is classified as “In-District” if at least 51% of its members reside within District boundaries. Sports organizations that do not meet this threshold are considered “Out-of-District.”

3 – Class Definitions

Certain rental fees may vary based on the classification of the user group obtaining the rental permit:

- **Class 1 — In-District Youth Non-Profit Sports Organizations**

In-District, non-profit organizations whose primary purpose is to provide youth sports programming that is open to the public for participation. No cuts, everybody plays. Generally, league play consists of resident vs. resident and have geographic boundaries for sign-ups that fall within District boundaries.

- **Class 2 — In-District Youth Sports Clubs & Adult Non-Profit Sports Organizations**

In-District youth “club” sports organizations and teams in which players are selected and cut, play in leagues outside District boundaries, and have no geographical boundaries for recruitment.

In-District, non-profit organizations whose primary purpose is to provide adult sports programming that is open to the public for participation.

- **Class 3 — In-District Non-Profit / Government Agencies**

In-District-non-profit organizations for either public or private events, including fundraisers. City, county, state, or federal government agencies, special districts, and emergency services.

- **Class 4 — In-District Residents & Businesses**

In-District residents and businesses for private events (meetings, birthdays, weddings, etc.).

- **Class 5 — Out-of-District Non-Profit Organizations**

Non-profit organizations based outside of District boundaries.

- **Class 6 — Out-of-District Residents & Businesses**

Residents and businesses who reside or are located outside of District boundaries.

Chapter III — Rental Fees & Deposits

1 – Application Fee

Rental fees, deposits, and other charges may be imposed to offset District expenses incurred in providing services and maintaining quality facilities. CRPD staff shall review said fees on an annual basis and make recommendations regarding any changes to the Board of Directors as needed.

A non-refundable application fee is charged for each rental permit application processed by CRPD. This fee must be paid in full at the time of the submission of a completed rental application.

2 – Refundable Deposits

Depending on the location, type of event, and the anticipated attendance, various deposits may be required to obtain a facility rental permit. All required deposits must be paid in full at the time of the submission of a completed rental application.

Any refundable deposits will be returned within 10 business days of the event if the facility and the surrounding area are left clean and in the same condition they were found. A facility inspection must be conducted with CRPD staff before the event begins and at the conclusion of the event. Applicants shall be responsible for the condition in which they leave District premises. Deposits may be withheld to cover expenses incurred by patron's use of facilities such as any damage, cleaning, extended time of use, and misrepresentation of the event, including attendance.

3 – Hourly Rental Rates

Hourly rental fees must be paid in full at least 30 days prior to the event date.

During normal hours of operation, hourly rental rates for facilities include use of the designated space as well as any available amenities such as tables and chairs, restrooms, barbecues, sinks, electrical outlets, and supporting structures such as dugouts and locker rooms. Such amenities vary by facility type and location. Outside of normal hours of operation, additional fees will be assessed.

The following services may require an additional fee for each facility rental:

- CRPD staff for custodial, set-up/break-down, or facility supervisory needs, when required
- Fees for private security services, when required
- Facility damage and/or liability insurance fees
- Cleaning of the area following the event
- Lights on outdoor athletic fields and courts
- Field lining and diamond and pitcher's mound preparation
- Relocation, removal and/or installation of athletic field equipment

4 – Parking Fees

When so determined by the General Manager, in order to protect the public health, safety, and welfare or to preserve or enhance District resources, a parking fee may be charged for use of District facilities. The General Manager is authorized to determine the fee structure to recoup the costs associated with that protection. A Permittee must obtain General Manager approval to charge any parking fees.

Chapter IV — Rental Permit Applications

1 – Rental Permit Requirements

A rental permit is required if any of the following conditions are met:

- A gathering of 50 or more people
- Events organized and hosted by a business, organization, or club
- Paid services are being provided, any commercial activity is taking place or admission is charged
- Use of a facility for organized games, scrimmages, or practices
- The user group is a sports organization that participates in the field allocation process

Rental permit applications can be completed online in both English and Spanish via the District's website (www.crpdpd.org/reservations). Printable versions are also available online that may be downloaded by applicants. The CRPD Reservations Office and each Community Center will also provide printed copies to in-person applicants upon request.

All applications must be signed by an adult, who shall agree to be responsible for said use. Completed applications will be considered in the order they are received. An application will not be accepted if any required forms are missing or incomplete, or if any required payments or deposits are not paid at the time of submission.

An application is only considered complete if all requested details are included and the following supplemental documents are provided by the applicant or user group representative:

- Rules and Regulations for Facility Rentals (Signed & Dated)
- Waiver Consent and Hold Harmless Agreement (Signed & Dated)
- Insurance Requirements for Facility Rentals (Signed & Dated)
- Certificate of Liability Insurance (if applicable)
- Additional Insured Endorsement (if applicable)

Denial of an application may include but is not limited to the following criteria:

- When a building or park with the required capacity for the proposed activity is not available.
- Refusal of an applicant to agree in writing to conditions of the permit.
- Failure of an applicant to file an application in sufficient time for review and processing
- The requirement of an excessive number of personnel to properly police the activity and protect the other users of the facility or area due to the size or nature of the proposed activity, as determined by the General Manager or his/her designee.
- The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager will give consideration to the application first received and the schedule of priority classification.
- When usage of facility may damage, destroy, or detract from the district property and/or cause harm, injury, discomfort, or disturbance to other persons in or near the park.
- When applicant has unpaid district administrative citation(s) duly issued and deemed final as set forth in Article V of the District Code.

Any request that will impact the care and capacity of a park or facility, as determined by the General Manager or his/her designee, will be subject to Board Approval.

2 – Reservation Scheduling

No permit shall be granted if there is a conflict with a prior reservation or a District-sponsored activity. All reservations are made in hourly increments. Reservable facilities are available during the normal hours of operation as posted at the facility. Exceptions are subject to Supervisor approval. District personnel will open, close, and supervise the use of facilities as needed.

Applications will be accepted up to six months in advance of the requested date of use. The following completed rental permit application deadlines and minimum reservation hours are established based on the type of facility requested:

Facility Type	Application Deadline (Prior to Requested Use Date)	Minimum Reservation Hours (Including Setup & Cleanup)
Indoor Facilities	14 Days	4 Hours
Picnic Areas	3 Days	4 Hours
Athletic Fields & Courts	5 Days	2 Hours
Pools	14 Days	No Minimum
The Mobile Stage	60 Days	Daily Rate

No permits for outdoor facilities will be granted before 8:00am or after sunset unless the facility has appropriate lighting. User groups are not permitted to bring their own lighting.

3 – Extended Usage

Recurring facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months are subject to Supervisor approval and will be reviewed every six months. Scheduled user groups may be subject to cancellation with 30 days' notice or when the General Manager or his/her designee makes the determination that cancellation is necessary. In the event of cancellation, the District will attempt to relocate the activity.

4 – Insurance Requirements

Insurance is not required when a permittee is hosting a private gathering at an outdoor picnic area. In all other instances, a Certificate of Insurance naming the District, its Board, officers, employees, and volunteers as an additional insured must be submitted ten business days prior to the requested use date. The amount of liability insurance required shall be determined by the District and outlined in the Rental Permit Application.

5 – General Manager Rights

The General Manager, or a designated representative in his or her absence, reserves the right to make changes to or cancel a reservation at any time. Cancellation is appealable in accordance with the procedure set forth in Section 107 of the District Code.

Chapter V — Rules & Regulations for Rentals

1 – Revocation of Permits

Permits may be revoked—and all fees and deposits withheld—if the permittee, user group, or any guest in attendance willfully violates any rule or regulation established by CRPD or is found to have made false statements on the rental permit application including, but not limited to, attendance exceeding the amount listed on the application and/or the maximum occupancy of the facility.

2 – Setup & Cleanup

Setup, breakdown, and basic cleanup will be the responsibility of the user group.

3 – Decorations

Decorations must not cover or block fire extinguishers, fire alarms (pull stations), fire sprinklers, exit signs, light switches, or doorways. Painter's tape may be used to hang or attach decorations. Any other type of adhesive or hardware including tacks, staples, or nails is prohibited. Decorations must be removed by the permittee at the end of the event. Use of candles or other open or enclosed flames is prohibited without prior approval from the Fire Marshal.

4 – BBQ Grills

Charcoal grills are available at CRPD parks. User groups are responsible for providing their own charcoal. Additional propane only grills may be brought to the park.

5 – Vendors, Caterers, and Attractions

Liability insurance is required for all vendors including caterers and attractions. A *Certificate of Insurance* and an *Additional Insured Endorsement* naming CRPD, its Board, officers, employees, and volunteers as additional insured must be submitted at least ten business days prior to the event. Large inflatables, rock climbing walls, pony rides, and other specialized equipment require a permit. Quiet generators must be used with inflatables. Vehicles are never allowed on the turf, walkways, or sidewalks for any reason.

6 – Amplified Sound

Use of amplified music and other audio is prohibited without prior administrative approval (per District Code § 208). An Application for Use of Amplified Sound must be submitted along with the Rental Permit Application in order to obtain approval. In general, no amplified sound will be permitted before 9:00am on Saturdays and 10:00am on Sundays.

7 – Alcohol

Alcohol is not permitted at youth-oriented events and may not be served to anyone under 21 years old. An event may not last longer than six hours or run later than 11:00pm if alcohol is being served at any point. Alcohol may only be served and consumed within the reserved area.

If alcohol will be sold, or an admission fee will be charged and alcohol will be served, a daily sales license must be obtained through the CA Dept. of Alcohol Beverage Control (ABC) and submitted to the District at least ten business days prior to the event.

For Indoor Facility Rentals Only:

- If alcohol will be served, one security guard is required for every 50 people in attendance, at least 30 minutes before the event starts and 30 minutes after the event ends.
- Alcohol may only be served from the approved, designated bar area and may only be consumed inside the facility. All glass, including wine and beer bottles, must remain within the designated bar area for serving purposes only. Beverages must be poured into and consumed from plastic or non-glass containers. Individual servings only are allowed; bottles and/or buckets with bottles or cans may not be distributed among tables.

8 – Security

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

- If an event places a major impact on the facility, as determined by the General Manager or his/her designee
- When alcohol is being served, sold, or consumed (see above)
- When additional precautions are deemed necessary by the General Manager or his/her designee due to the nature of the event

A security contract must be turned in at least 30 days prior to the event. Security guards may be arranged by permittee with the approval of the District from an approved security agency or law enforcement agency. The applicant shall be responsible for payment of fees for such service. Additional security measures may be required to protect the general public and District property, as determined by the General Manager or his/her designee in his/her sole discretion.

Chapter VI — Changes, Cancellations, and Refunds

1 – Permit Changes

Requests for permit changes must be submitted in writing at least ten business days prior to the event date and require Supervisor approval. Additional processing fees may be assessed. Frequent and excessive changes to ongoing permits with multiple dates will not be permitted.

2 – Cancellation & Refund Policy

Cancellations must be submitted to the office in writing. Refunds will be granted as follows:

- A full refund, less the application fee, will be given if notice is received at least 45 days prior
- A partial refund, less the application fee and any deposits, will be given if notice is received less than 45 days prior
- All fees, less any deposits, will be withheld if the user group fails to appear without notice
- If the District cancels a permit, a full refund will be granted