CHAPTER 12. FACILITY USE, FEES AND CONDITIONS
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General Statement

On October 3, 1961, the residents of the unincorporated area of Simi Valley voted authority, in accordance with the California Public Resources Code, to empower the board of directors to levy a separate property tax to pay for recreation and park services. These funds have been designated to support the administration and operation of facilities, programs and services offered by the district. It is the policy of the district to assess fees and charges for certain program, facility use, and special services provided by the district consistent with California state law. The adoption of this facility use, fees and conditions policy is intended to assist the district in regulating the use of public facilities consistent with the public interest generally and individual interests specifically, to help ensure a successful sharing of public facilities occurs while also resulting in the generation of revenue to help the district offset operating costs while maintaining affordability to the public.

Program and Service Goals

Public recreation and park services contribute to the quality of living and well-being of individuals and families within the community. These public services also contribute to the attractiveness of neighborhoods and the social and economic progress of the community. The residents of the district have authorized the use of public funds to provide recreation and park services, and their elected state and local representatives have enacted laws to support these services. Therefore, it is the goal of the district to establish, expand and improve park and leisure time opportunities which the citizens cannot supply themselves or which are in the best interest of the public for the district to provide.

It is the district's goal to establish and multiply those opportunities which will be personally satisfying, consistent with the varied interests, needs and competencies of the changing population regardless of age, sex, race, creed, religion, and social or economic status. Insofar as the district is able, such opportunities will be directed toward the self-fulfillment, physical and intellectual involvement, and cultural development of the individual. Respect for the dignity, autonomy and self-determination of each person will be paramount.

An equally important goal will be to conserve nature and to make natural beauty a primary goal. Recognizing that the harmonious relationship of park visitors and nature is crucial to human life, the district will do everything within its power to help people enjoy, understand, appreciate, protect, and

strengthen their ties with their natural environment. Above all, the district's services and resources will be evaluated primarily in terms of their worth to humans.

Opportunities for social, physical, and cultural development, including sports, outdoor living, and the performing, graphic and plastic arts, and all of the major leisure interests of the people will be encouraged and increased. The district also recognizes that its services do not stand alone, and that they are closely related to local issues such as planning, housing, health and welfare; the business, cultural and spiritual community; education in all of its settings; and to all the functions of government.

It is recognized by the district that certain services and facilities should be open to all citizens free of charge. Therefore, it is the policy of the board of directors to provide free of charge such services as neighborhood parks and certain facilities at community parks, non-designated picnic areas, bicycle trails, day-use athletic fields, nature trails, play tot areas, fishing areas, playground apparatus, multiple-use turf areas, passive areas with seats and benches, parking, designated open space and natural parks, restrooms, and other general landscaped facilities. It is recognized by the district that all programs, facilities and services cannot be solely financed from property tax funds. In an effort to provide and help fund comprehensive recreation programs and park facilities reservations will be allowed and a fee will be charged, using the Facility Use Permit process.

Facility Use Permit

A Facility Use Permit is required to reserve use of a district facility. The charges listed below apply to many rentals. Additional charges may apply, depending upon the type of use. The District's Facility Use Fee Schedule is attached as Exhibit A at the end of this Chapter of the Policy Manual. There are separate fee schedules attached to the Facility Use Fee Schedule for the Oak Park Community Center and Gardens, Rancho Santa Susana Community Center, Strathearn Historical Park, and Showmobile.

1. Rental period or use fee (where applicable). Schedules attached at Exhibit A.
2. Alcohol Fee
3. Impact Fee
4. Inflatable or other Apparatus Fee
5. Non-resident Fee
6. For-Profit Fee
7. Sales Fee
8. Ranger Fee

Advance Reservation

Reservations for will be accepted up to one (1) year in advance and no less than two weeks (14 days) prior to the desired rental date. District Manager or designee may allow a reservation to be made

less than two weeks prior to the requested use date and in this instance a late fee will be charged. Reservations to use a facility located within Strathearn Park may be made up to eighteen (18) months in advance.

Alcohol

Alcohol is not permitted in most locations. Exceptions may exist for the District's community centers, Santa Susana Park, Strathearn Historical Park, and large community events. Additional fees apply for alcohol consumption, alcohol sales, and alcohol security (Park Rangers). Permit holders will also be required to comply with all applicable requirements of the California Department of Alcoholic Beverage Control ("ABC"), City of Simi Valley, County of Ventura, State of California and Federal Government. Groups or individuals wishing to serve alcoholic beverages must notify the district of the following:

1. Date of the event;
2. Whether an alcoholic beverage permit will be obtained or the affair catered;
3. Type of function;
4. Number of persons anticipated;
5. Hours of use;
6. Name of the individual responsible for group conduct;
7. Security to be provided, if any;
8. And any other information requested pertinent to the function.

District Manager or designee will approve or disapprove all requests for the serving of alcohol. If approved the applicant must agree in writing to abide by all requirements of the Alcohol Use Permit and the ABC and must execute the Facility Use Permit required for the rental of the District facility.

Persons under 21 years of age will not be served alcoholic beverages nor be permitted to consume alcoholic beverages. Violators are subject to criminal prosecution, and Permit Holders may be denied approval for subsequent requests to serve alcoholic beverages on District facilities.

Permit requirements for serving alcoholic beverages: If beer, wine, champagne, or hard liquor is served at a social function without charge, no permit is necessary from the ABC. If beer, wine, champagne or hard liquor is to be sold (defined as drinks that are paid for by the use of money, admission price, tickets or any other token of value), at a social function by an organized group or club the Permit Holder must either retain a licensed caterer to serve the alcohol, or obtain an ABC permit for the type of alcohol being served.

Amplification

Amplification of announcements, presentations, or music may be permitted, provided that it is family friendly, no longer than 2 hours in length, and amplified at a reasonable volume level so that

it does not interfere with other park patrons or park neighbors. Exceptions may be approved by the District Manager or designee. Presentations which may be offensive to persons present at the facility or in the vicinity of the facility are prohibited. District staff may interrupt any presentation which, in their judgment, becomes offensive.

Cancellation/Refund

Notice of cancellation should be given to the District as soon as possible. The below table indicates percentage to be refunded based upon location and notice period. Exceptions may be approved by the District Manager or designee under extenuating circumstances.

Cancellation Notice	**Oak Park Community Center and Strathearn Park**	**All Other Facilities**
By District, or due to inclement weather, as defined by the District, if Event Cannot Reasonably Be Relocated to a Sheltered or Indoor Location	100%	100%
More than 6 months	75%	100%
Between 6 months and 45 days	50%	75%
Between 30 – 44 days	50%	50%
Fewer than 30 days	0	0

Concessions

Park patrons should be able to enjoy a District facility without being subject to advertisements, marketing, solicitation or other sales efforts. On occasion the District may approve a concession that provides a needed service to the public with integrity and professionalism, generates revenue for the concessionaire and District, and integrates well into the existing facility uses.

Concession is any revenue producing operation performed on property which is under the jurisdiction and control of the District. A Facility Use Permit or concession contract will be required for any concession, which shall set forth all the terms and conditions of the agreement between both parties. A district-approved concession is a privilege, not a right, and will be revoked at any time for nonperformance or noncompliance.

There are three types of concessions. A special activity concession may be granted for a maximum period of 10 consecutive days. This type of concession will be granted for a single location only during the time period designated. A seasonal concession is one that may be granted for a maximum period of one (1) year. This type of concession may operate in more than one location. A long-term concession may be granted for one (1) year or more and allows for more than one location.

Establishing a New Concession

When the district decides to establish a new concession to meet a specific need, or the district is approached by a prospective concessionaire, the District Manager or designee will evaluate feasibility and desirability of the requested concession, and determine potential conditions. Concessions that are expected to result in $5,000 or more in gross revenue during the permit or contract term shall require approval by the Board of Directors and shall be advertised in a way that solicits proposals or bids for the desired concession in the appropriate media or by contacting prospective concessionaires and following bid procedures in accordance with district policy.

Renewal of Concession Contracts

Prior to the time of expiration of a concession contract, staff has the option of reviewing the existing contract for renewal or placing the contract out to bid. If renewal is to be considered, staff will evaluate all terms, conditions and provisions of the concession contract or permit and the overall performance of the concessionaire.

Exclusive Rights to a Concession

The exclusivity of a concession will be determined on a concession-by-concession basis. Unless a specific concession requires exclusivity because of the amount of investment, type of premises, equipment, etc., the district will not enter into an exclusive contract with any concessionaire. From time to time, two concessions from different categories (i.e., long term and special activity) may be selling the same type of product or service at the same facility on the same day. Each type of concession will be granted the same privileges granted all concessions under this policy. Under these circumstances, exclusivity will not be granted to any one category of concession over another.

Deposit

Cleaning and Damage Deposit

District staff will determine if a cleaning and/or damage deposit is to be charged and in what amount in advance of the requested use. In the event of a non-approved activity, damage or excessive cleanup said deposit will be applied accordingly. If no deposit was collected in advance the Permit Holder will be separately billed after the event has occurred. The deposit amount, if any, will be promptly refunded and either credited back to the Permit Holder's credit card or mailed to the Permit Holder approximately two (2) weeks after the date of the event.

Fee Deposit

In cases where a fee of less than $300 is required for use of facilities, the entire fee will be submitted with the application for reservation. If the fee is more than $300, a reservation deposit fee of $300 will be required at the time the application for reservation is submitted. The balance of the fee is due 45 days prior to the date of use. The entire fee is due if the reservation is made less than 45 days

prior to the reservation date. The Rancho Santa Susana Community Center deposit amount is equal to the cancellation fee.

Dog Parks

The district has established two dog parks to provide the communities of Simi Valley and Oak Park with a fun, safe and social opportunity to allow their dogs to recreate off-leash. In order to promote the safe use of these facilities in a manner the helps to ensure the maximum public enjoyment overall, the following rules and provisions will apply to the use of these two facilities. The following rules apply to the use of the off-leash dog parks.

1. Facility use hours will be posted and allow for regular maintenance closures and occasional special event, weather or other closures.
2. Dogs are the only type of animals allowed to enter and use the dog parks.
3. Dogs are to be kept on a leash (not exceeding 6') when outside the Dog Park fenced areas. Dogs must not be unleashed between the owner's vehicle and the gated entrance.
4. Dogs are to be leashed and unleashed once inside the double-gated holding areas, not inside the Dog Park. Both the outside and inside gates of the holding areas should be closed when leashing or unleashing a dog.
5. No toddlers or small children 6 years and younger are allowed in the Dog Park. Children under 12 are not allowed in the Dog Park without adult supervision. Children are not allowed to run with the dogs or chase them.
6. Owners must clean up after their dogs and are encouraged to replenish the community bag dispensers with plastic bags.
7. Aggressive dogs are not allowed in the Dog Park. Dogs exhibiting aggressive behavior are to be immediately removed from the park. An aggressive dog is defined as any dog that is determined by the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. The District reserves the right to prohibit any type or breed of dog from entering the Dog Park.
8. Dogs must display current license and must be properly inoculated, healthy (no contagious conditions), and parasite-free. In the event of dog bite or injury, the owner/guardian must exchange current tag information and phone number.
9. Female dogs in any stage of heat are not permitted in the Dog Park.
10. No puppies under 5 months of age are allowed in the Dog Park (puppies are not fully vaccinated and are vulnerable to disease and injury).Four dogs per dog owner is the maximum allowed inside the Dog Park.
11. No rawhide or food of any kind is allowed inside the Dog Park, including people food. No smoking is allowed in the Dog Park. No alcohol is allowed in the Dog Park.
12. Use of Dog Park for unintended use is prohibited.
13. No commercial use of the Dog Park is allowed, including dog training classes, solicitations and/or advertisements. Commercial filming is allowed only through Permit issued by the District.

14. Owners must supervise their dogs closely, and cannot leave the park without their dog(s).When leaving the park, dog owners should remove all tennis balls, toys, Frisbees, or other personal items or they will be discarded.
15. Users of the dog park assume all risk of injury to themselves, to others, and to their dogs.

Dog Shows

Permission to hold dog shows in district parks may be granted to organized kennel clubs by the District Manager or designee. Permitted use will include approximately one acre of open grass and adjacent picnic pavilion. Additional fees may be assessed. Dog shows and competitions will be allowed at Rancho Tapo Community Park, Sycamore Drive Community Center and Oak Canyon Community Park only. Permit holder must provide all personnel and equipment necessary to the satisfaction of the District for crowd and animal control and total cleanup of all trash, feces and debris resulting from the permitted activity.

Employee Use of District Facilities

The Rancho Simi Recreation and Park District Board of Directors believes in promoting the well-being of its employees and therefore wishes to encourage its employees to engage in recreational activities. Employees and their immediate family members in certain instances, may use specified District facilities at no charge. Eligibility for the Rancho Simi Community Park Pool, Sinaloa Golf Course, Simi Hills Golf Course and Program benefits vary and are therefore described under each category below.

Rancho Simi Community Park Swimming Pool
District Policy allows employee use of the pool at Rancho Simi Community Park at no charge on the following basis. Full time employees, board members and Part time employees working for the District for a minimum of 5 years and working an average of 30 hours per week and their "immediate family members" (defined as the employee's spouse, daughter, son, parent or other relative residing in the same household) are allowed access to the pool at no charge during regular hours that it is open for public swim.

Sinaloa Golf Course
Full time employees, Board Members and Part time employees working for the District for a minimum of 5 years and working an average of 30 hours per week may utilize the Sinaloa Golf Course and driving range at no charge. This benefit is also available to the Full time employee's, Board Member's, and Part time employee's (as identified above) immediate family (defined as the employee's son, daughter, spouse, parent or other family member residing in thee same household) when playing with the employee. Full time employees, Board Members and Part time employees (as identified above) are also entitled to a 10% discount off regularly priced items in the golf shop.

Simi Hills Golf Course
Full time employees, Board Members and Part time employees working for the District for a minimum of 5 years and working an average of 30 hours per week may utilize the Simi Hills Golf Course and driving range at 50% off regular rates after 12:00 pm. This benefit is also available to the Full-time employee's, Board Member's and Part time employee's (as identified above) immediate family (defined as the employee's son, daughter, spouse, parent or other family member residing in the same household) when playing with the employee. Full time employees, Board Members and Part time employees (as defined above) are also entitled to a 10% discount off regularly priced items in the golf shop.

Program Discounts
Full time and Part time employees working for the District for a minimum of 5 years and working an average of 30 hours per week are permitted a 20% discount on registration fees for classes offered by RSRPD for the employee and the following people if they reside in the employee's household: employee's spouse or registered domestic partner, or employee's children under the age of 18, limit to two registrations per program season. Full time and Part time employees working an average of 30 hours per week are permitted an 80% discount on District's Before and After School Clubs and Summer Camps, excluding field trips, for employee's children if they reside with the employee.

Rancho Santa Susana Community Center
Full-time employees and Part time employees working for the District for a minimum of 5 years and working and average of 30 hours per week are allowed access to open gym and aerobics classes for their use only.

Facility Specific Rules

Ball Fields
Ball fields are available for use, different rates apply for lights, non-residents, tournaments and special requests. All ball field users are to supply all equipment, bases, drags, chalk, etc. Hardball is not allowed on softball fields. Hardball is only allowed on facilities designed for such use. Many of the District's hardball fields are subject to separate agreements with the youth sports groups based at each location.

Challenger Park
Day use and overnight camping may be permitted at Challenger Park. Permitted uses are not exclusive however, as the Park, parking lot, and trails will remain open to the public. Use of the Fire Ring requires district permission and payment of a fee. No other campfire locations will be permitted. Fires in the Fire Ring are not permitted during times of high fire hazard or when strong winds are present as determined by the Ventura County Fire Protection District. A minimum of two household-size fire extinguishers in good operating condition are required and are to be within 15

feet of the fire ring. Collecting firewood, brush, grass, debris, or any other materials within Challenger Park to start or maintain a campfire is prohibited.

Corriganville Park

Corriganville Park was purchased in partnership between the Santa Monica Mountains Conservancy, City of Simi Valley and Park District. For a time the property was owned by the Rancho Simi Open Space Conservation Agency ("RSOSCA"). That agency was dissolved and ownership of the property was transferred to the District in an effort to improve efficiency. The Grant Deeds contain language that provides the State of California, acting through the Santa Monica Mountains Conservation Agency, with a right of entry if the property is no longer maintained for public recreation, open space and/or conservation. The area is considered to be very important habitat for plants and animals, and in the northeasterly section of the park there is a freeway underpass that serves as a wildlife corridor, allowing animals to safely access the Santa Susana Hills and beyond. The park is also historically significant, due to the many films made there, and the wild-west amusement park that operated there.

These attributes led to restrictions on the types of uses that can occur at Corriganville Park in the Corriganville Park Master Plan Report and the approved City of Simi Valley Special Use Permit (SUPS-427), in addition to the restrictions found in the conveyance deeds. Prohibited uses include rock climbing, off-road vehicles, large group assembly, concerts, individual camping, formal playfield activities and major nighttime use. Allowed uses include group camping, education, bicycle and horseback riding, walking, nature viewing and picnicking. There are group camping areas, an amphitheater, multi-use trails, benches, picnic pavilion, and portable toilets. Group use must generally not exceed 200 people. The District Manager or designee may approve groups in excess of this capacity.

Day use and overnight group camping may be permitted at Corriganville Park in Sherwood Forest, Silvertown, near the Ampitheater or Picnic Pavillion, or in other areas approved by the District. Permitted uses are not exclusive however, as the Park, parking lot, and trails will remain open to the public. Use of the Fire Ring requires district permission and payment of a fee. No other campfire locations will be permitted. Fires in the Fire Ring are not permitted during times of high fire hazard or when strong winds are present as determined by the Ventura County Fire Protection District. A minimum of two household-size fire extinguishers in good operating condition are required and are to be within 15 feet of the fire ring. Collecting firewood, brush, grass, debris, or any other materials within Corriganville Park to start or maintain a campfire is prohibited.

Camp Rotary at Corriganville Park

The Rotary Club of Simi Valley and the Rotary Club of Simi Sunrise joined forces and received a $50,000 federal CDBG grant to develop the campground project in Corriganville called Camp Rotary. The purpose of Camp Rotary is to establish and operate a youth nature studies education program and wilderness camping facility for the betterment of youth in general. The project, however, is designed to specifically help youth-at-risk (gang

intervention) and youth from low to moderate income families to cope with problems associated with these groups. The Camp Rotary project seeks to accomplish the program's purpose by offering these target groups with positive activities that are planned in a natural park setting. The two Rotary clubs and the District entered into a 10-year-long License Agreement that expired on April 7, 2007. In return for the use of the Camp Rotary area, the two Rotary clubs have made improvements that include the development of a 72-person picnic pavilion, the installation of four self-contained restrooms, the installation of six barbecues, the establishment of a youth campground, the installation of a water line, and the development of a youth nature studies program. As a result of these contributions the Rotary clubs have priority use of the Camp Rotary area during the following time periods. At all other times The Camp Rotary area of Corriganville Park will be available to the general public on a reservation basis.

Three weekdays per week from September 1 to June 30 for the purpose of conducting the nature studies education program in cooperation with the Simi Valley Unified School District; Two 48-hour periods per month, beginning at 6:00 p.m. Friday and concluding at 6:00 p.m. on Sunday, for use by youth and educational organizations; Three periods annually consisting of four consecutive days, beginning at 8:00 a.m. on the first day and concluding at 6:00 p.m. on the fourth day, by the Rotary clubs for authorized functions; One period each June, July, and August consisting of seven consecutive days, beginning at 8:00 a.m. on the first day and concluding at 6:00 p.m. on the seventh day, for use by Rotary clubs for Rotary clubs' sponsored youth programs; Upon written request by Rotary clubs and approval by the District Rotary clubs may be granted priority use of Camp Rotary at other times.

Nonexclusive Use of Corriganville Park: Rotary clubs are aware that Corriganville Park is a public park open for public use between 6:00 a.m. and sunset. While Rotary clubs have priority use of Camp Rotary during those periods identified above, the public will be allowed to utilize other areas of Corriganville Park and will be allowed use of Camp Rotary restroom facilities. Rotary clubs also realize that use of Camp Rotary will be made available to the general public if and when the Rotary clubs have not reserved Camp Rotary before the 120-day reservation period has expired as described above.

Courts (Tennis and Pickleball)

Tennis and pickleball courts may be reserved for organized group play or private instruction using the District's Facility Use Permit process, in compliance with the Advance Reservation section requirements above. The District will schedule these uses in a manner that best minimizes the impact of the permit to the general public for walk-on play, and at least one tennis court will remain available for such purposes at each location. Organized groups with less than 50% member residency will be subject to the District's Non-Resident Fee. Private instruction on courts is considered a for-profit use and subject to an additional charge. The District will make best efforts to post permitted uses at court locations.

Robert P. Strathearn Historical Park and Museum

The District established Robert P. Strathearn Historical Park and Museum (hereinafter "Strathearn Park") is intended to preserve the history of Simi Valley for the benefit of present and future generations. In cooperation with the Simi Valley Historical Society and Museum, the structures and memorabilia are available to the public for an enjoyable and educational experience. Because of the location of the park and its sensitive cultural, natural and historical environment, sections of the park are not considered conducive for regularly scheduled activities or large community events. Also, due to the nature of the Simi Adobe/Victorian Home, the Colony House, the Banaga Barber Shop and the original Ventura County Library building, their interiors will not be available for public viewing or use except under direct supervision and guidance of District or Simi Valley Historical Society and Museum personnel. The barn, however, is large enough to house permanent exhibits of the Simi Valley Historical Society and Museum, and also can be made available for public use for certain types of events for limited periods of time. The Old St. Rose of Lima Church and patio area, and the gazebo and related grounds will also be made available for public use.

In addition, it is recognized that the use of portions of the grounds in the vicinity of the barn, gazebo and gift shop may appropriately accommodate certain community events including weddings, receptions, picnics, reunions, concerts, dances, political events, rallies, and fund raisers.

Exhibits which may be set up around the barn's interior perimeter by the Simi Valley Historical Society and Museum are to be considered permanent and not to be removed or relocated to accommodate community events which are approved to be held in the barn. Community events conducted by the District or the Simi Valley Historical Society and Museum in the barn are exempt from this provision.

Consistent with provisions of the agreement between the Rancho Simi Recreation and Park District and the Simi Valley Historical Society and Museum, the Simi Valley Historical Society and Museum is authorized to solicit donations from each person that tours the park under the guidance of Simi Valley Historical Society and Museum volunteers.

Rental Season

The facilities at Strathearn Park are available for rental from the last weekend in February through the second weekend in October. The District Manager, upon consultation with the Historical Society, must approve any exception to this Rental Season.

Advance Reservation

Reservations may be made for the facilities at Strathearn Park up to 18 months in advance.

Base Fee

Use of any portion of this park will require payment of a base fee, operation fee, and deposit in accordance with the facility fee schedule for this site. District Manager has authority to

approve a discount of up to 20% of the base fee for use of the park by nonprofit groups or organizations. Use of the park by the Simi Valley Historical Society and Museum may occur at no charge but such uses are subject to District approval and shall be scheduled with the District to help ensure no conflicts in use occur. In the event of cancellation, the entire cancellation fee will be retained by the District to cover administrative costs. No event will be approved that will disturb or damage the unique physical or historical characteristics of the park

Operation Fees

Additional fees will be assessed in accordance with the following to offset the operational costs of each event, such as an event coordinator, Park Ranger, costs associated with returning the facility to the same state it was in prior to the event, and miscellaneous fees for additional items, such as but not limited to rehearsal fees, alcohol permit, sales, inflatables, insurance, portable restroom rental fees, tents, cancellation, etc.

Deposit

A maximum refundable deposit of up to $500 will be charged for the use of Strathearn Park. The exact amount of the deposit will be determined when the application is submitted and approved.

Santa Susana Depot

The District has a contractual arrangement with the Rancho Simi Foundation (the "Foundation") for the improvement and public access to its historic train depot. The terms of the contract allow Foundation members to volunteer their time to operate, improve, and make available to the public for show the demonstration miniature train display and other historical features of the train depot, which are located both inside and outside of the depot. Two rooms in the depot are available for rental by the public, and may be used by the Foundation on occasion at no additional charge, the East Room and Waiting Room. The Foundation's use of these two rooms may occur at no charge but such uses are subject to District approval and shall be scheduled with the District to help ensure no conflicts in use occur.

Soccer Fields

This policy seeks to guide the soccer field allocation process and define the Park District's interactions with the Simi Valley Unified School District and the Oak Park Unified School District, the Simi Valley Soccer Foundation and the various Soccer Groups. The Park District will strive to provide for the optimum use of district facilities in a manner that is in the best interest of the community. The Park District is ultimately responsible for the decisions and allocations of its facilities and is the most appropriate entity to evaluate overall community needs and available field space.

School District

At times the Park District and School District may enter into individual agreements in regards to the maintenance and use of particular school campus fields or other facilities. The terms of those agreements will dictate the rights and responsibilities of each party. For all other uses of School District fields, the Park District may help coordinate soccer group use of school district facilities, however, it is the school districts that issue permits for the use of school facilities. Although the Park District has a facility use and sharing agreement with both Simi Valley and Oak Park Unified School Districts, it does not utilize this for Soccer Group use of school facilities. Soccer Groups must obtain permits from the school district for use of school facilities.

Simi Valley Soccer Foundation

The Foundation's primary purpose is to Promote and further the interests of the sport of soccer in Simi Valley. Therefore, the Park District has worked cooperatively with the Foundation, which offers a regular opportunity for Soccer Groups to meet and discuss their field needs, problems and concerns. Park District Board and staff members attend the Foundation meetings. This dialogue allows people an important opportunity to work together, and the agreements reached help the Park District allocate its fields. The Foundation is not an official responsible party for the issuance of permits to use the Park District Soccer Fields listed below, and it does not issue permits for the use of Park District or school district facilities.

The following areas represent the current inventory of Park District soccer fields:

Park	**Field Identity**	**Lights**	**Approximate Field Rest Period**
Deerhill Park (Oak Park)	DH	No	April - July
Rancho Madera Comm. Park	RMCP	Yes	May - August
Rancho Santa Susana Comm. Park	RSS Field 1	Yes	June - August
Rancho Santa Susana Comm. Park	RSS Field 2	Yes	June - August
Rancho Santa Susana Comm. Park	RSS Field 3	Yes	May - August
Rancho Santa Susana Comm. Park	RSS Field 4	Yes	May - August
Rancho Santa Susana Comm. Park	RSS Field 5	Yes	May – August
Rancho Simi Community Park	RSCP	No	May - August
Valley View Park (Oak Park)	VV	Yes	May - August

Permit to Use

The Park District will endeavor to issue a permit for the use of its soccer fields to any recognized Soccer Group requesting more than 6 hours of use in a calendar year. This permit will be signed by the authorized representative of the Soccer Group, and approved by a Park District representative. Field allocation meetings will be scheduled a minimum of once per year. A representative of each group requesting a permit to use a soccer field must attend the field allocation meeting (s). Modifications to field allocations will be accomplished through consensus and/or open dialogue in which parties that are allocated use or needing use may seek to adjust their schedules. When the Park District receives competing requests for soccer field use, it will review and consider the following factors for each Soccer Group in making final allocations. Percentage of members which are district residents (Soccer Groups with member residency within district of at least 75% also weighs heavily on field allocations).

1. Historical Use of Soccer Fields
2. Number of participants
3. Number of teams
4. Age of participants
5. Player Level
6. Type of Use (games vs. practice)
7. Group membership terms
8. Violations of District Policy
9. Payment History
10. Unauthorized field use
11. Professionalism
12. Sportsmanship

Definition of Soccer Group: any group of individuals organized for the purpose of playing soccer and which is governed by elected officers.

No permit: If Park District fields are not closed for maintenance and no permit has been issued for their use, then these soccer fields may be used on a first come first serve basis.

Reservation Terms: The following terms apply to all reservations. All fees are payable in advance, at or before the time of permit approval.

Rates are the same for games or practice, and are based on what percentage of the members of the Soccer Group are District Residents.

Soccer Groups with member residency less than 70% are not eligible for a soccer field reservation. This residency requirement does not apply to the use of District soccer fields located in the community of Oak Park due to the overlapping boundaries of the various Soccer Groups in that area.

Definition of District Resident - a person that resides within the jurisdiction of the District which is bound by the Ventura County line to the east and south, near the City of Moorpark line to the west, and the Oak Ridge area of the Santa Susana Mountains to the North.

Reservation Periods - in order to maximize the use of fields by the largest number of Soccer Groups, sixty (60) minute reservation periods are hereby adopted, as follows:

Period Number	Time
1	8 am – 9 am
2	9am – 10 am
3	10 am – 11 am
4	11 am – noon
5	Noon – 1 pm
6	1 pm – 2 pm
7	2 pm – 3 pm
8	3 pm – 4 pm
9	4 pm – 5 pm
10	5 pm – 6 pm
11	7 pm – 8 pm
12	8 pm – 9 pm
13	9 pm – 10 pm

Insurance - all Soccer Groups reserving Park District soccer fields must provide a certificate of insurance which names the Rancho Simi Recreation and Park District as an additional insured, on a policy with a minimum liability coverage amount of $1 million for each occurrence with general aggregate of $2 million at a minimum, prior to receiving approval to use district facilities.

Goal posts - in order to facilitate field usage and reduce field wear in one place goal posts are discouraged for practices but may be used for games. Cones and flags may be used at any time.

Permits to use soccer fields may be exchanged by approved and recognized Soccer Groups without Park District approval. This provision is meant to allow the Soccer Groups to independently work out last minute schedule changes, and to ensure that soccer fields are available for use by Soccer Groups. The parties involved in the exchange shall notify the Park District.

Tournaments - soccer fields may be permitted for tournament use by the Park District. However, the terms of such permit will be determined on a tournament-by-tournament basis.

The District will make every effort to apply technology to the field allocation process and to also post field allocations onto the District's web site.

Objections to soccer field allocations must be submitted in writing to the District staff member responsible for field allocations, and include: name and telephone number of Soccer Group's designated representative; explanation of the objection; requested allocation change; and any other facts deemed appropriate.

Field Rest - It has been determined that field rehabilitation measures decrease the risk of injury and increase the quality of play. In order to ensure adequate time exists to restore the condition of the fields, soccer fields may not be available for soccer use from May through August. The exact dates of this field rest period vary for each soccer field, as indicated on the table above. The Park District may vary these dates, in its discretion.

Filming

Any entity, company, corporation, studio, consortium or combination thereof, whether they are profit or non-profit in structure, that is in the business of filming or videotaping movies, commercials, news items or educational shorts that are being processed for theatrical release, public airwaves television, public television, cable television, closed circuit television, videocassette or videodisc distribution, or any other medium intended for private or public viewing, whether the filming is for a profit or cost reimbursement basis only, will be subject to district rules, regulations and guidelines.

Process Period
A minimum of three work days, excluding holidays and weekends, is required to complete the process period before any filming can be allowed on district property. The process period is needed to clear checks submitted for fees and deposits, verify insurance coverage, determine the extent of filming work, reprogram irrigation systems and notify field staff. A facility use permit must be submitted to the Planning and Maintenance Department and Park Rangers Office three days prior to shooting.

Permit Requirements
The following forms must be completed, signed and on file at the district office, 1692 Sycamore Drive, Simi Valley, CA 93065, prior to any filming: (Distributed to appropriate departments as indicated under the Process Period listed above.) Facilities Use Form, A-100. This form is used to determine fees and deposits based upon the site or sites used for filming. An officer or agent of the film company must sign this form at the district headquarters, 1692 Sycamore Drive, Simi Valley. Any and all deposits and fees must be submitted with the facilities use form. Details of the filming must be attached to the

facilities use form. Details to include types of equipment, number of cast and crew, hours of shooting, etc. (see item 4).

When filming within Simi Valley city limits, under City Ordinance No. 1198, a business permit from the City of Simi Valley is also required. The permit can be picked up at City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063, or by calling (805) 583-6842. The fax number for the City of Simi Valley is (805) 583-6399.

Prospective filming companies may also be required to get permission to film from the County of Ventura and its fire district or sheriff's department and the State of California and the California Highway Patrol. It is the sole responsibility of the filming company to file for all necessary governmental permits, and pay for all required permit fees at its own expense and cost.

County of Ventura film permit office can be reached at (805) 654-2406. The county fax number is (805) 477-7168. To obtain a permit packet online, go to www.ventura.org/planning. The County of Ventura offices are located at 800 S. Victoria Ave., Ventura, CA 93009. The contact number for the Ventura County Fire Protection District is (805) 947-8535. The fax number is (805) 383-4799. For filming within MRCA areas, call (310) 858-7272.

Certificate of Insurance

A film company's Accord Certificate of Insurance form with Additional Insured Endorsement is required before filming will be permitted on district property. Minimum insurance coverage acceptable to the district will not be less than the principal amount of $1 million in the case of a combined single limit plan per occurrence for injury to person(s) and damage to property. The certificate of insurance must be signed by a bona fide insurance broker or agent of the insurance carrier.

Hold Harmless and Additionally Insured Agreement, A-146

This form is used to hold the district harmless from any and all claims made for injury and/or damage to persons or property as a result of filming on district property. This form must also be signed by an officer or agent of the film company and appear as an endorsement form to the certificate of insurance form.

Film Production Form

The district's Film Production Form must be completed and reviewed by the district and film production company before filming on district property. The Film Production Form must include the following information: park site(s) to be used; day sites(s) to be used; hours of filming for each site; number of crew members which should include actors, actresses, directors, producers, production people, stand-ins, stunt people, prop men, sound and lighting technicians, etc.; equipment to be used; a site diagram of where the filming is to take

place; and assistance needed from the district in the way of opening gates, doors, locating utilities, etc. Also needed are the times required for setup and removal of all equipment. A copy of all the above mentioned forms and information must be on file three days before any filming can be authorized by the district.

Filming Procedures

Contact Person - Liaison between the district and filming company must be maintained at all times, especially during filming. The name, phone number and location of the film company's contact person must be on file with the district.

Equipment Necessary to Filming - All equipment necessary to filming will be provided by the filming company. This may include but not be limited to generators, lights, trucks for transporting props, personnel, actors and actresses, dollies, platforms, chairs, tables, meals, etc. The filming company will also provide its own portable restrooms and dressing rooms. The district is providing public property and buildings as background only for filming purposes.

Parking of heavy equipment, generators, trucks, etc., or any other items not involved as "visual" props in the filming itself, will be parked on the nearest public street or parking lot and will not be parked on district parkland except for those areas that are designated for parking. A fee will be charged for the use of district-owned property for the purpose of parking production vehicles and cast and crew cars.

Fees and Deposits

Fees and deposits have been established by the district for permission to film on district property. District staff will discuss various fee schedules with film company representatives before final fees are established.

Administrative/Permit Fee

For processing and filing the above mentioned forms.

Cleaning Deposit

A deposit will be required for each site to be used for filming. The deposit will be conditionally refunded by the district after a review of the site by district staff. If the district has to clean the site or repair any damage done to the site caused by the filming company, direct expenses for materials and manpower will be deducted from the cleaning deposit. If costs to repair any damage done to the site or the time necessary to clean the site as the result of the filming exceeds the deposit amount, the filming company will be billed for these costs less the cleaning deposit.

Daily Site Use/Filming Fee
A typical day of site use/filming is set from 6:00 a.m. to 6:00 p.m. Filming may be allowed before 6:00 a.m. or after 10:00 p.m. under certain circumstances. Filming done on district property between 6:00 p.m. and before 6:00 a.m. may be assessed an additional fee over and above the normal 6:00 a.m. to 6:00 p.m. site use/filming fee.

Still Photography Fee

Park Ranger
A district Park Ranger will typically be required to be at each filming site during the entire filming schedule including setup and tear-down. As an agent of the district, filming companies must follow the directions and orders of the Park Ranger at all times. There is a four-hour minimum required for the district's Park Rangers, additional hourly charges may apply.

Staff Charge for Supportive Roles
For when district personnel are needed on a stand-by basis to assist any film company with unlocking gates or doors, turning off sprinklers, turning on lights, or locating potential dangers or hazards (i.e., underground utilities, sprinklers, etc.), an additional hourly fee will be billed to the film company.

Parking Fees for Cast and Crew and Equipment Vehicles
When it becomes necessary for a filming company to use district property for parking of personal vehicles owned by cast and crew as well as equipment trucks owned by the filming companies, an additional fee per day per site will be assessed the film production company.

Meal Tents
When the size of the cast and crew is large enough to require a tent for serving meals, a fee per day per site will be assessed the film production company.

Additional Fees
Any additional costs incurred by the district while a film company is filming on district property will be billed to the film company. Billing may include costs for water, electrical, lights, gas, etc., used during filming; additional fees for holidays or high demand locations or times. (See staff charge)

Student Filming
Students who are attending an accredited school, college or university and are currently enrolled in a filming, video, or photography class may use district property for a student project at no cost to the student as long as the filming project is for a class grade only and not for profit. There is, however, an administrative fee of

$150.00. The administrative fee must be paid before any filming can take place. All other requirements and regulations listed under this procedural guide are in force.

Filming on an As-Is Basis

Filming on district property will be done on an as-is basis. The district will not alter, or cause to be altered, any site or structure for the sole purpose of filming. This includes cleaning up a park site beyond what is normally done. Alterations made to district property by a film company for filming purposes are also prohibited unless written approval is given by the District Manager. Filming companies wishing to make improvements to district property must first get written permission from the District Manager before such work can be done. Improvements to district property by a filming company must be performed at the sole expense and cost of the film company.

Exclusions

Filming any building interior at the Robert P. Strathearn Historical Park and Museum is strictly prohibited. Because of its historical nature and the need to preserve all buildings, artifacts, implements, documents and other historic structures, any filming crews using 35mm, 70mm, video, videodisc, or any other medium using motion pictures, is prohibited except for small-scale historical and educational purposes. Still photography is permitted at Strathearn Historical Park and Museum. Permission to film at Strathearn Historical Park and Museum will be reviewed by the Simi Valley Historical Society and Museum with final approval to be given by the Rancho Simi Recreation and Park District. Any net fees generated from the use of filming at Strathearn Historical Park and Museum will be divided equally between the Rancho Simi Recreation and Park District and the Simi Valley Historical Society and Museum.

Inclement Weather

If any district site is inaccessible due to inclement weather, permission to film on district property will be denied. Fees paid to the district by the film company will be credited to the next available day for filming or when the site is accessible.

Right of Refusal

The district has the right for any reason to refuse any film company the use of any district site for purposes of filming. The district also has the right to stop any film company from continuing to film on district property for any reason deemed necessary by the district. If the film company is given notice, verbal or written, to vacate the premises, two hours will be allowed for the film company to leave.

For-Profit

For-profit businesses requesting to use a District facility for a profit motivated event will be charged an additional fee.

Golf Course Use by High School

Simi Hills Golf Course and Sinaloa Golf Course are owned and operated by the Rancho Simi Recreation and Park District. It is common practice for municipal public golf courses to extend complimentary use of the course to the local public high school girls' and boys' golf teams for practice rounds and matches as a means of promoting the sport to a new generation of players. The following rules and provisions will be applicable to the complimentary use of Simi Hills Golf Course and Sinaloa Golf Course by the Simi Valley Unified School District and Oak Park Unified School District public high school girls' and boys' junior varsity and varsity golf teams for California Interscholastic Foundations (CIF) practice and league play. These schools are identified as Royal High School, Simi Valley High School, and Oak Park High School. The following conditions apply.

Conduct
All members of the golf teams must conduct themselves in a professional manner at all times. Complimentary use of the facility is a privilege, and use by individual team members or the entire team can be revoked by the District due to misconduct or abuse.

Supervision
The golf teams will be supervised by at least one coach during all practice sessions and golf course play.

Rosters
Each school will provide the District a complete roster of players and authorized coaches on the girls' and boys' junior varsity and varsity golf teams for the current season. Complimentary use of the golf course for practice rounds and matches, and of complimentary range balls, is limited to players listed on the rosters.

CIF defines the girls' golf season as "Fall - August through November." Practice sessions begin one week before the first day of school. Practices and league play continue through the regular season, and end the first week of November. Successful teams will participate in finals scheduled through mid-November. CIF defines the boys' golf season as "Spring - February through June." Practice sessions begin in mid-February. Practices and league play continue through the regular season and end in mid-May. Successful teams will participate in finals scheduled through early June. Scheduling of Practice Rounds and Starting Times:

Scheduling of Practice Rounds and Starting Times
The head coach for each high school golf program will submit the specific start and end dates for each golf season and tournament schedule by August 1 for the fall season and by February 1 for the spring season.

Scheduling of Practice Rounds and Matches
Once the season schedule has been submitted to the District, a schedule of starting dates and times for each team will be determined as follows:

Complimentary Tee Times
Each school's junior varsity and varsity teams combined will be allowed access to complimentary tee times a maximum of four days per week including practice rounds and matches. Complimentary tee times will be limited to two days per week at Simi Hills Golf Course and two days per week at Sinaloa Golf Course. Complimentary tee times at Simi Hills Golf Course will be scheduled Monday through Thursday only, excluding holidays. Complimentary tee times at Sinaloa Golf Course will be scheduled Monday through Friday only, excluding holidays.

Practice Rounds
Each school's junior varsity and varsity teams combined will be allowed a maximum of three starting times per day, for a maximum of 12 persons per day, including coaches.

Matches
Each school's junior varsity and varsity teams combined will be allowed a maximum of four starting times per day, for a maximum of 16 persons, including coaches.

Cancellations
Unless cancellation is due to unforeseen complications or emergent weather impact, all tee times which are not going to be used should be cancelled at least 48 hours in advance.

Tee Times
Tee times will be scheduled during specific time periods determined by District in an effort to minimize conflict with public use of the course, and are subject to change at the discretion of the District. Starting times for practice rounds and 9-hole matches will be scheduled between 3:00 p.m. and 4:00 p.m. Starting times for 18-hole matches will be scheduled between 1:00 p.m. and 2:00 p.m.

CIF league matches are exempt from the normal time restrictions. The head coach will submit the requested dates and times to the District in accordance with Section E (1) of this policy, and the District will schedule league matches depending on course availability.

Range Balls at District Golf Courses

Simi Hills Golf Course and Sinaloa Golf Course will provide each school's junior varsity and varsity golf team coaches with complimentary range balls on an "as needed" basis to supply the junior varsity and varsity team members with range balls for scheduled practices. Complimentary range use at both golf courses is limited to scheduled practices during the golf team's specific season only and is provided on a space-available basis. Players wishing to practice independently of scheduled practices at either golf course will be required to obtain range balls from the golf course pro shop at their own expense.

Fees

Royal High School, Simi High School, and Oak Park High School girls' and boys' junior varsity and varsity golf teams will be extended complimentary use of the practice facility and golf course during the CIF golf season in accordance with the terms and restrictions provided in this policy.

Simi Hills Golf Course and Sinaloa Golf Course may provide Royal High School, Simi High School, and Oak Park High School girls' and boys' junior varsity and varsity golf teams a discounted rate for use of the course for matches and practice rounds occurring outside the time frames and parameters stated in this policy.

Complimentary play is limited to Simi Valley Unified School District and Oak Park Unified School District high school junior varsity and varsity golf teams during the fall CIF season for girls' golf and spring CIF season for boys' golf. Simi Hills Golf Course and Sinaloa Golf Course may provide other public and private high school golf teams a discounted rate for use of the golf course facilities.

Modification/Revocation of Complimentary Use: The District reserves the right to modify the terms of or revoke the complimentary use of Simi Hills Golf Course and Sinaloa Golf Course by the Simi Valley Unified School District and Oak Park Unified School District public high school girls' and boys' junior varsity and varsity golf teams at any time for any reason, including its own convenience.

Grass Fee

Most of the District's parks have large areas of grass. Grass is generally viewed as being available for multi-purpose uses. It is possible to reserve an area of grass with a Facility Use Permit. The size and location of the grass to be reserved will determine the price. Grass areas adjacent to a pavilion or amphitheater (the grass areas in front of the amphitheaters are included in the amphitheater charge), are more expensive and available for rent only if the Permit Holder is also renting the adjacent pavilion or amphitheater.

Impact Fee

Larger groups have greater impacts on District facilities and other park patrons, producing more trash, increasing the use of restrooms and restroom supplies, impacting available parking lots, and more. An impact fee will be charged when the expected attendance exceeds the capacity of the facility rented. An impact fee will also be charged for large events held in District parks.

Inflatable or other Apparatus

Inflatables (i.e., moon bounces, slides, etc.) and other apparatus (i.e., dunk booth) may be permitted in District parks for a fee, subject to the following conditions; provider of the inflatable or apparatus must be on District's approved vendor list. Vendor must name the Park District as an additional insured, vendor must fill-up generators with gas over plywood, vendor must protect generator to reduce risk of injury and vendor must not drive on grass to drop off or pick-up equipment. Inflatables or other apparatus using water will not be allowed during times of drought or potential damage to park facilities.

Insurance

The use of District facilities for birthday parties, family gatherings and other similar low-risk activities may occur without the need for the Permit Holder to provide evidence of insurance coverage. Higher risk activities as determined by District staff (i.e., alcohol consumption, athletic uses, dog show or event, community festival or celebration, etc.) will require the Permit Holder to provide an acceptable certificate of insurance coverage for public liability and property damage in amounts not less than $1,000,000 as to injury to persons and/or damage to property for a single occurrence. District staff may also require the Permit Holder to have its insurance company name Rancho Simi Recreation and Park District as an additional insured and provide evidence that the district has been endorsed as an additional insured under the policy holder's insurance policy. District staff have the discretion to require higher levels of coverage if in their determination that is appropriate (i.e., July 4th Fireworks celebration, circus, etc.).

Marquee (Berylwood, Mae Boyar and Rancho Santa Susana Community Center)

Marquees are used primarily to provide District information. Marquees may also be used to provide information about District sponsored activities, large community events, or other important community information. Individuals or groups requesting use of the marquee must submit their request, including the desired message, to the Director of Recreation or designee. The District may charge for the message.

Meet-ups

Meet-ups are sometimes arranged by residents using social media sites. Grass areas can be used for

meet-ups (e.g., Karate, Tai Chi, Yoga, meditation, chess, etc.). Meet-ups may be approved by the District at minimal charge and do not normally require evidence of insurance, provided there are no charges for participation in the Meet-ups and the activity does not present an unusual risk. Uses are subject to District rules and regulation to ensure they are compatible with the public interest, take place in areas not already reserved, and do not interfere with other park users or neighbors.

Movies in the Park

Movies in the park create unique issues. They may be viewed by other park patrons that are not a part of the permitted group. Certain scenes may be considered inappropriate, and due to the open nature of the parks it is difficult to control viewing. The party host may feel pressure to eliminate other members of the public from viewing the movie, creating a tension between the public and the party participants. The showing of a movie may also require a license. Under these circumstances, determination of whether or not to allow a movie to be shown in the park will be determined on a case by case basis by the District Manager or designee. That determination will include identifying a suitable location, approving the movie to be shown, ensuring proper licensing, determining acceptable screen size, sound volume, viewing hours, screen delivery and set-up, gas generator versus electrical connections, etc.

Non-Resident

The programs, facilities, and services offered by the district are financially supported by property taxes paid by district residents. Therefore, district residents are given preference over nonresidents. Facility use rentals by non-residents will be charged an additional fee.

Payment

Payment may be made in cash, check, credit card, debit card, cashiers check or money order no less than two weeks prior to the rental date, and made payable to Rancho Simi Recreation and Park District.

Permit

See "Facility Use Permit" section above on page 3.

Prohibited Rentals

District facilities may not be used for the following purposes; Boxing; Advocating the overthrow of the government of the United States or of the State of California by force or violence or other unlawful means; for Advocating or undertaking any violent act towards people, animals or property of any kind; or for any reason that the District Manager or designee determines is not in the best interests of the district or the community that it serves.

Park Ranger/Event Staff

The District Manager or designee will determine whether or not to require and assign one or more Park Rangers or Staff for Supportive Roles to any requested facility use, and the associated fee for assigned hours will become a part of the facility use fee.

Reservation Periods

Reservation Periods are primarily intended to facilitate the public's use of the District's picnic pavilions, by providing two separate reservation periods each day with a two-hour time separation to allow maintenance staff to clean the areas between rentals. Most of the picnic pavilions are located in the District's community parks, which also serve as base stations for maintenance staff. A Facility Use Permit may be issued to the same person or entity for both periods. Since no separate cleaning between the periods will be required the permit issued will include the two additional hours at no charge.

Responsibilities of the Permit Holder

The holder of an approved Facility Use Permit has the following responsibilities.

1. Read and be familiar with all terms of the permit.

2. Bring a copy of the approved permit to the District facility and have it available for inspection upon request.

3. The person that signs the permit must be at least 18 years old, must be a legal representative of any entity seeking to rent a district facility, and must accurately complete the permit request and accurately state the details of the requested use.

4. All facilities, when open, will, whenever possible, be under the supervision of an official representative of the District. That representative will have responsibility for the enforcement of rules governing use of the facilities, but the primary responsibility rests in the person or group whose name is on the facility use permit and is therefore the Permit holder.

5. Be familiar with the District's Rules and Regulations, a complete copy of which is posted on the District's web site at www.rsrpd.org.

6. Understand that although a damage deposit may not be required in advance of the requested facility use, additional damage charges may be billed.

7. Obtain District staff approval of any plans to decorate the area to be rented.

8. Put up and take down all decorations and conduct any other preparation and cleanup activity during the permitted use time, not before or after the stated permit time. Any requests for exceptions or changes must be made in writing and noted on the facility use permit.

9. Cellophane adhesives, nails, crews, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.

10. At no time are exits to be covered or obstructed by decorations.

11. Permit holder is responsible to provide their own soap, dish cloths, and hand towels for cleanup purposes.

12. District equipment and furniture will not be removed from the facility.

Sales

For any permitted use of district facilities where food, drink, merchandise, or services are sold, an additional flat sales fee will be charged. Permit holders will also be required to comply with all applicable City, County and State requirements for such sales.

Showmobile

The district's portable stage is available for rent. The rental rate depends upon the size of the stage that is rented, and whether the rental is requested by a for-profit organization. The rental period is a maximum of five days. Each additional day requested shall be charged an additional rate. The rental fee includes the following: delivery, set-up, tear-down, stairs, extension cord with adapter, use of built-in lights, backdrop curtains and the pick up/return. Additional fees may be added for unusual circumstances or requirements. An additional fee will be charged for use of the Showmobile stage outside of the District's jurisdictional boundary.

Special Events

Requests to use district property for large special events or musical presentations and/or concerts must be submitted in writing, together with a processing payment fee, to the district and include and address information in the following areas. Facility use, fees, and conditions will be determined by district staff for these type of events on a case-by-case basis. In some instances, approval will be required by the Board of Directors.

1. Identify individual or group seeking to use a District facility and provide contact information including telephone, e-mail and physical address;

2. State the purpose of the event, and whether or not it is intended to generate a profit;

3. Describe the event with sufficient detail that a reader can determine the nature and scope of the proposed event;

4. Indicate desired location and second choice;

5. Provide draft layout of event at the desired district facility;

6. List the dates(s) and time(s) of the event;

7. Estimate the number of participants and spectators;

8. Identify adequate parking locations;

9. Address how any safety concerns (traffic control, security, etc.) will be met;

10. List of other public agencies required for approval (Ventura County Fire Protection District, City of Simi Valley, County of Ventura, County Health department, ABC, etc.);

11. Indicate whether or not participants and spectators will be charged;

12. Indicate concession types and locations;

13. State whether or not alcohol would be consumed;

14. Indicate intended insurance carrier and coverage amounts.

The request will be reviewed by the District Manager or designee, it may also require review by the Board of Directors, and consideration will be given to, among other things, the following; anticipated level of participation, spectator attendance, effects of the event upon other persons who may be present at the facility or in the vicinity of the facility, access to the facility, parking spaces available, lighting requirements and impacts, sanitary facilities, park amenities, acoustical factors associated with the park and surrounding areas, nature and extent of the surrounding development; duration and timing of music or other amplified sound. In evaluating these requests the District may also require notice be given to park neighbors in advance of the event.

Toilets

The District will determine whether or not a requested facility use will require the provision of additional portable toilets, and may require the Permit Holder to have them delivered, cleaned and

removed at locations determined by district staff, in connection with the approval of a facility use permit.

Waiver/Reduction

The District seeks to provide recreation programs and facilities to all residents regardless of their financial limitations. Families or individuals approved for social services by authorized government agencies are eligible for reduced fees or no fee. Any request for a waiver or reduction in the facility use fee must be submitted to the District Manager or designee in writing

CHAPTER 12. FACILITY USE, FEES AND CONDITIONS

Facility Rates Approved December 21, 2022
(Effective January 1, 2023)

Strathearn Historical Park Fees Separately Approved February 1, 2023
(Effective February 1, 2023)

Exhibit A

FACILITY USE FEE SCHEDULES

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
1	**Amphitheaters**							
2	Corriganville Park	--	4	48	12	--	--	--
3	Oak Canyon Community Park	--	4	124	31	--	--	--
4	Rancho Madera Community Park	--	4	124	31	--	--	--
5	Rancho Santa Susana Community Park	--	4	124	31	--	--	--
6	Rancho Simi Community Park	--	4	192	48	--	--	--
7	Rancho Tapo Community Park	--	4	124	31	--	--	--
8	**Concession Stands (Require Field Rental)**							
9	Deerhill Park	--	--	--	--	--	--	--
10	Rancho Simi Community Park	--	--	--	--	--	--	--
11	Rancho Santa Susana Community Park	--	--	--	--	--	--	--
12	**Courts**							
13	Court Fee (Tennis and Pickleball)	--	1	10	10	--	--	--
14	Volleyball Courts (Weekday, schools get 25% discount)		1	21	21	2 hour max rental		
	Volleyball Courts (Weekend)		1	21	21	2 hour max rental		
15	**Fields**		**Adult Standard Rates**			**Youth (under 18 years) Rate**		
16	Ball Diamond	--	1	18	18	16		
17	Ball Diamond Tournament Rate	--	4	124	31	109		
18	Soccer Half Field (per hour)	--	1	12	12	10		
19	Soccer Full Field	--	1	22	22	21		
20	Soccer Field Tournament Rate	--	1	48	48	43		
21	Lights - Ball Field	--	1	24	24	23		
22	Lights - Soccer- Half Field	--	1	17	17	15		
23	Lights - Soccer Full Field	--	1	34	34	31		
24	Softball Equipment Fee	--	--	45	--	41		
25	Soccer Goals	--	--	45	--	41		

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
	Filming							
26	Administrative Permit Fee - Digital/Online/Still Photography	--	--	127	--	--	--	--
27	Administrative Late Booking Fee - Digital/Online/Still - (less than 3 days in advance)	--	--	53	--	--	--	--
28	Administrative Permit Fee - Film	--	--	233	--	--	--	--
29	Administrative Permit Fee - Film - 5 to 14 filming days in length	--	--	318	--	--	--	--
30	Administrative Permit Fee - Film - 14 or more filming days in length	--	--	530	--	--	--	--
31	Daily Use Fee	--	12	827	--	--	--	--
32	Daily Use Fee - Silvertown (Corriganville)	--	12	1060	--	--	--	--
33	Daily Use Fee - Apache Village, Sherwood Forest (Corriganville)	--	12	848	--	--	--	--
34	Daily Use Fee - Paddock (Corriganville)	--	12	530	--	--	--	--
35	Daily Use Fee - Trails (Corriganville)	--	12	265	--	--	--	--
36	Daily Use Fee - Open Space (Corriganville)	--	12	265	--	--	--	--
37	Parking Lot Fee (full lot)	--	12	398	--	--	--	--
38	Parking Lot Fee (partial lot)	--	12	212	--	--	--	--
39	Base Camp Parking - Personnel cars & vans (per day)	--	12	424	--	--	--	--
40	Base Camp Parking - Heavy equipment & oversized trucks (per day)	--	12	530	--	--	--	--
41	Site Visit/Scouting Fee	--	--	21	--	--	--	--
42	Catering - Food Truck	--	12	138	--	--	--	--
43	Catering - Pop Up Tent	--	12	58	--	--	--	--
44	Additional Fees	--	--	TBD	--	--	--	--
45	Student Filming	--	--	169	--	--	--	--
46	**Picnic Pavilions**							
47	Corriganville Park Pavilion	72	--	--	--	149	149	299
48	Deerhill Park Pavilion - A	75	--	--	--	119	119	239
49	Deerhill Park Pavilion - B	75	--	--	--	119	119	239
50	Deerhill Park Gazebo	30	--	--	--	89	89	178

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
51	Indian Springs Gazebo A	30	--	--	--	89	89	177
52	Indian Springs Gazebo B	30	--	--	--	89	89	177
53	Oak Canyon Community Park Pavilion - A	75	--	--	--	149	149	299
54	Oak Canyon Community Park Pavilion - B	75	--	--	--	149	149	299
55	Oak Canyon Community Park Lagoon Gazebo	30	1	--	29	--	--	--
56	Rancho Madera Community Park Gazebo - A	36	--	--	--	89	89	177
57	Rancho Madera Community Park Gazebo - B	36	--	--	--	89	89	177
58	Rancho Madera Community Park Gazebo - C	36	--	--	--	89	89	177
59	Rancho Simi Community Park Pavilion - A	75	--	--	--	130	130	261
60	Rancho Simi Community Park Pavilion - B	75	--	--	--	130	130	261
61	Rancho Tapo Community Park Pavilion	175	--	--	--	268	268	536
62	Rancho Tapo Community Park Pavilion - C	36	--	--	--	89	89	177
63	Rancho Tapo Community Park Pavilion - D	28	--	--	--	89	89	177
64	Santa Susana Park Pavilion	200	--	--	--	222	222	443
65	**Rooms and Other Spaces**							
66	Archery Range	--	1	31	31	--	--	--
67	Arroyo Simi Equestrian Center Arena/Corral	--	10	299	--	--	--	--
68	Berylwood Park - Main Room & Kitchen	--	4	124	31	--	--	--
69	Challenger Park - Campground	--	--	TBD	--	--	--	--
70	Corriganville - Campground	--	--	180	--	--	--	--
71	Corriganville Park - Apache Village	--	10	281	--	--	--	--
72	Corriganville Park - Apache Village / Over 50 participants	--	10	580	--	--	--	--
73	Corriganville Park - Sherwood Forest	--	10	281	--	--	--	--
74	Corriganville Park - Sherwood Forest / Over 50 participants	--	10	580	--	--	--	--
75	Corriganville Park - Silvertown Area	--	10	562	--	--	--	--
76	Corriganville Park - Silvertown Area / Large Event	--	10	861	--	--	--	--

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
77	Corriganville Park - Paddock	--	10	169	--	--	--	--
78	Corriganville Park - Paddock / Over 50 participants	--	10	287	--	--	--	--
79	Corriganville Park - Trails	--	10	225	--	--	--	--
80	Corriganville Park - Trails / Large Event	--	10	524	--	--	--	--
81	Corriganville Park - Open Space	--	10	225	--	--	--	--
82	Corriganville Park - Open Space / Over 50 participants	--	10	340	--	--	--	--
83	**RSRPD Activity Center**	--	--	--	--	--	--	--
84	Room 1	48	2	60	31	--	--	--
85	Room 2	53	2	76	38	--	--	--
86	Room 3	113	2	119	59	--	--	--
87	Atrium	--	2	119	59	--	--	--
88	Lobby Corridor	--	2	119	59	--	--	--
89	Room 4	--	2	117	58	--	--	--
90	**Houghton Schreiber Park - Main Room & Kitchen**	--	4	124	31	--	--	--
91	**Knolls Station**	--	--	--	--	--	--	--
92	Meeting Room	--	2	60	31	--	--	--
93	Engine Room	--	2	60	31	--	--	--
94	Kitchen	--	--	27	--	--	--	--
95	Quonset	--	2	36	18	--	--	--
96	**Mae Boyar - Main Room**	78	4	124	31	--	--	--
97	**Mae Boyar - Main Room** (2 hours for non profit use only)	78	2	60	31	--	--	--
98	**Oak Park Community Center and Gardens**	--	--	--	--	--	--	--
99	Buena Vista Room (with patio)	150	1	77	77	--	--	--
100	Buena Vista Room Fri 6pm - midnight and Sun 9am - 10pm	150	6	464	77	--	--	--
101	Buena Vista Room Fri 6pm - midnight and Sun 9am - 10pm (less than 3 months in advance)	150	3	232	77	--	--	--

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
102	Buena Vista Room Saturday, 8am - midnight	150	8	619	77	--	--	--
103	Recreation Room (Gym)	150	1	41	41	--	--	--
104	Oak Canyon Community Park Lagoon Gazebo	30	1	31	31	--	--	--
105	Gazebo	140	--	261	--	--	--	--
106	Nature Center	50	1	31	31	--	--	--
107	Warming Kitchen	--	--	172	--	--	--	--
108	**Rancho Santa Susana Community Center**	--	--	--	--	--	--	--
109	Dance Room	40	3	111	37	--	--	--
110	Gymnasium without Set-up	851	4	696	174	--	--	--
111	Gymnasium with Set-up	775	4	2085	174	--	--	--
112	Kitchen	--	--	106	--	--	--	--
113	**Multipurpose Room**	--	--	--	--	--	--	--
114	Monday - Thursday	--	--	--	--	--	--	--
115	Half Multipurpose Room	100	3	236	64	--	--	--
116	Full Multipurpose Room	250	3	487	87	--	--	--
117	Friday & Sunday	--	--	--	--	--	--	--
118	Half Multipurpose Room	100	6	382	64	--	--	--
119	Full Multipurpose Room	250	6	656	82	--	--	--
120	Saturday	--	--	--	--	--	--	--
121	Half Multipurpose Room	100	8	532	64	--	--	--
122	Full Multipurpose Room	250	8	981	82	--	--	--
123	**Recreation Room**	--	--	--	--	--	--	--
124	Monday - Thursday	--	--	--	--	--	--	--
125	Half Recreation Room	75	3	188	46	--	--	--
126	Full Recreation Room	150	3	231	64	--	--	--

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
127	Friday & Sunday	--	--	--	--	--	--	--
128	Half Recreation Room	75	6	133	46	--	--	--
129	Full Recreation Room	150	6	220	63	--	--	--
130	Saturday	--	--	--	--	--	--	--
131	Half Recreation Room	75	8	151	46	--	--	--
132	Full Recreation Room	150	8	296	63	--	--	--
133	**Rancho Simi Community Park Pool**	--	--	--	--	--	--	--
134	Short Course Lane - (solo user, 3 lane minimum)	--	1	19	7	--	--	--
135	Long Course Lane - (solo user, 2 lane minimum)	--	1	28	14	--	--	--
136	Short Course Lane - (shared use, per lane)	--	1	7	7	--	--	--
137	Long Course Lane - (shared use, per lane)	--	1	14	14	--	--	--
138	Whole Pool	--	2	278	139	--	--	--
139	Swim Meet	--	8	1400	--	--	--	--
140	Meeting/Class Room	--	1	31	31	--	--	--
141	Lifeguard	--	1	31	31	--	--	--
142	**Robert P. Strathearn Historical Park and Museum**	See Separate Schedule			--	--	--	--
143	**Santa Susana Depot - Waiting Room**	20	4	124	31	--	--	--
144	**Santa Susana Depot - East Room**	25	4	124	31	--	--	--
145	**ShowMobile**	--	--	--	--	--	--	--
146	Base Rate – 4 hour minimum (+25% increase on rate for Out of District Use)	--	4	795	0	--	--	--
147	Additional Hour of use (+25% increase on rate for Out of District Use)	--			106	--	--	--
148	Same day, after hours, weekend, and/or holiday delivery and pick-up fee	--		265	0	--	--	--
149	Out of District Trip Charge	--	--	112	0	--	--	--

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
150	**Miscellaneous Fees**							
151	**Alcohol Consumption Fee**	--	--	174	--	--	--	--
152	**Alcohol Consumption Fee - RSSCC**	--	--	337	--	--	--	--
153	Alcohol Sales Fee	--	--	180	--	--	--	--
154	Car Show	--	--	596	--	--	--	--
155	Community Park (large uses)	--	--	3576	--	--	--	--
156	Dance Floor	--	--	169	--	--	--	--
157	Deposits for Cleaning and Damage (staff discretion)	--	--	TBD	--	--	--	--
158	Equestrian / Dog Show	--	--	656	--	--	--	--
159	Dog Training - Private (reserved area plus profit use fees apply)	--	--	TBD	--	--	--	--
160	Fire Ring Fee	--	--	31	--	--	--	--
161	**For-Profit Uses**	--	--	27%	--	--	--	--
162	Game Truck	--	--	89	--	--	--	--
163	**Grass Area**	--	--	--	--	--	--	--
164	Adjacent to a Pavilion or Amphitheater	--	--	--	--	239	239	477
165	Large Bowl area or Similar	--	1	66	--	--	--	--
166	Boot Camp and Similar Uses	--	1	10	10	--	--	--
167	**Impact Fees**	--	--	--	--	--	--	--
168	Over Pavilion Capacity	--	--	--	--	119	119	237
169	Large Event	--	4	301	75	--	--	--
170	Large Event - Processing Fee	--	--	53	--	--	--	--
171	Inflatable or other Apparatus (per apparatus rate)	--	--	38	--	--	--	--
172	Late Reservation Fee	--	--	36	--	--	--	--
173	Linen Rental	--	--	11	--	--	--	--

FACILITY USE FEE SCHEDULE
EFFECTIVE JAN 1, 2023

Line No.	Facility	Capacity	Rental Period (Hours)	Base Rate (Minimum)	Hourly Rate	Period 1 9am - 1pm	Period 2 3pm - 7pm	Period 3 9am - 7pm
174	**Non-Profit Discount (Applies to Amphitheaters, Picnic Pavilions and Room Rental Rates Only)**	--	--	25%	--	--	--	--
175	**Non-Resident Fee**	--	--	25%	--	--	--	--
176	**Park Ranger**	--	1	43	43	--	--	--
177	Processing Fee	--	--	24	--	--	--	--
178	Running and/or Walking Race Events - (Pavilion, grass, impact fees apply)	--	--	TBD	--	--	--	--
179	**Sales**	--	1	119	--	--	--	--
180	Supportive Roles (facility monitor, maintenance, site coordinator, private security, etc.)	--	1	31	31	--	--	--

FACILITY USE FEE SCHEDULE
Robert P. Strathearn Historical Park
Revised February 1, 2023

	Church Rental for Ceremony Only 3 Hour RESIDENT	 3 Hour NON RESIDENT
Rates		
Base Fee	**$1,192.50**	**$1,351.50**
Alcohol permit	**$300.00**	**$300.00**
Site Coord $31/Hour	**$93.00**	**$93.00**
Ranger (security) $43/Hour	**$129.00**	**$129.00**
Rental Fee Total:	**$1,714.50**	**$1,873.50**
Refundable damage/cleaning dep	**$500.00**	**$500.00**
Amount Paid:	**$2,214.50**	**$2,373.50**

	Barn Only OR Reception Set-up Outside 6 Hour (minimum) RESIDENT	 6 Hour (minimum) NON RESIDENT
Rates		
Base Fee	**$2,385.00**	**$2,703.00**
Alcohol permit	**$300.00**	**$300.00**
Site Coord $31/Hour	**$186.00**	**$186.00**
Ranger (security) $43/Hour	**$258.00**	**$258.00**
Rehearsal	**$100.00**	**$100.00**
Rental Fee Total:	**$3,229.00**	**$3,547.00**
Refundable damage/cleaning dep	**$500.00**	**$500.00**
Amount Paid:	**$3,729.00**	**$4,047.00**

	Church OR Gazebo & Barn or Reception Set-up Outside 8 Hour - (minimum) RESIDENT	 8 Hour - (minimum) NON RESIDENT
Rates		
Base Fee	**$3,180.00**	**$3,604.00**
Alcohol permit	**$300.00**	**$300.00**
Site Coord $31/Hour	**$248.00**	**$248.00**
Ranger (security) $43/Hour	**$344.00**	**$344.00**
Rehearsal	**$100.00**	**$100.00**
Rental Fee Total:	**$4,172.00**	**$4,596.00**
Refundable damage/cleaning dep	**$500.00**	**$500.00**
Amount Paid:	**$4,672.00**	**$5,096.00**

ON DAY OF EVENT: Additional Hours are available for purchase. Please ask for details. (Rates based on facility base fee+$31 Site Coordinator+ $43 Ranger) No additional hours for 3 hour rentals on the day of event.

****DAY BEFORE EVENT: Additional Hours to be used for set up are billed at $225 per hr. Maximum of two hours may be rented the day before an event, before any scheduled rehearsal. Hours will be scheduled AFTER the park is closed to the public (3pm M-F)**