

# Ventura County Parks Department Rent & Fee Schedule



Effective March 1, 2023



Prepared By:

**GENERAL SERVICES AGENCY  
PARKS DEPARTMENT**

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## **I. ADMINISTRATION**

- A. Applicability - This document applies to all County Parks within Ventura County, whether controlled exclusively by the County, under lease with a private entity, or controlled concurrently with other governmental entities.
- B. Update - This document will undergo an annual review process to ensure it remains operationally current and fees are maintained.
- C. Delegation of Authority - Whenever a power is granted to or a duty is imposed upon the Director, that power or duty may be exercised by an authorized representative designated by the Director in writing, including authority for execution of certain agreements. The County Executive Officer or the Director of the General Services Agency, or their designee is authorized to execute, on behalf of the County of Ventura, Leases, Subleases, Management Agreements, Memorandums of Agreement, Concession Agreements, Licenses, Permits, Special Use /Activity Permits, Extensions, Amendments, Consents, Notices of Intent to Terminate, and Notices to Terminate as are hereafter defined and in accordance with the Rent and Fee Schedule. The Deputy Director of the Parks Department, General Services Agency, is authorized to execute on behalf of the County of Ventura Licenses, Permits, Special Use /Activity Permits, Consents, and Notices of Intent to Terminate as are hereafter defined and in accordance with the Rent and Fee Schedule.
- D. Fees - No person shall use any County Parks facility without paying the appropriate use fees as required by the Board of Supervisors. Such use fees shall be paid to or collected by the appropriate County authorized representative, or placed into a vault or other official money receptacle for that purpose. Use fees are non-transferable. If requested, the Director is authorized to reduce or waive fees based on an evaluation of the request on a case-by-case basis. The Director shall not permanently reduce or waive fees without Board approval, unless stated otherwise in this document.
- E. Definitions:
  - 1. Director - That person appointed by the County Executive Officer as the Director of the General Services Agency.
  - 2. County Parks - Any park, community center, or recreation facility owned by, leased by, or under the control of the County, either exclusively or concurrently with another governmental entity or entities.
  - 3. Events - Activities other than general recreational activities that may/or may not be open to the public, including but not limited to: festivals, fund raisers, fairs, equestrian competitions, group and club competitions, and organized sports.

4. Lease or Sublease - A conveyance of real property rights for occupancy or use of land, water, improvements or a combination thereof. Under this authority, the Term shall not exceed five (5) years, including options to extend.
5. Management Agreement - An agreement under which a party agrees to manage or operate a County Park or a portion thereof for the benefit of the County. The Term shall not exceed five (5) years, including options to extend.
6. Concession Agreement - A personal right to occupy or use County property to provide concessionaire services to the public. The Term shall not exceed five (5) years, including options to extend.
7. License - A conveyance of personal rights (not real) for occupancy or use of property under this authority, limited to one (1) year. License may perpetuate, subject to specified time for prior Notice to Terminate.
8. Permit - A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may perpetuate, subject to 30-day Notice to Terminate.
9. Special Use/Activity Permit - A personal right to occupy, use, or conduct a people-oriented activity. Examples: Dog show or concert at park; dance competitions in recreation building; movie or TV filming; photography or commercial demonstration.
10. Extension - A continuation of an existing Board approved agreement without change, or limited to changes authorized by this Authority with maximum term of 5 years.
11. Amendment - A change of one or more of the terms, conditions or covenants, consistent with authorized terms and amounts specified in Board-approved Rent and Fee schedule.
12. Consent - A ratification of a term, condition or covenant in an existing agreement executed by the Board made subject to "County approval". Director may issue Consent after determining proper compliance; this includes an Assignment of Lease. Director may also approve an additional use by lessee, but limited to five (5) years. The Director may approve Subleases for any term or use consistent with the master Lease.
13. Notice Of Intent To Terminate - A notice by which the Director, or his authorized representative, gives written declaration of intent to terminate pursuant to a breach or default of a Board-approved Agreement; final termination shall be subject to Board approval. Leases executed by Director may be terminated by Director.
14. Notice to Terminate - A written statement by the Director or his authorized representative to the holder of a license or permit informing the holder that

the County is ending the license or permit. The County may unilaterally terminate a license or permit with or without cause.

15. Off-Season – November 1 through February 28.

16. Peak Season – March 1 through October 31.

17. Decorating/Pre-Setup Fee – Allows the user to come in the night before if the facility is not rented that day and setup for their next-day event.

18. “Shall” is mandatory and “May” is permissive.

19. Use Fee – Any fee other than a deposit, reservation fee or gate fee.

## **II. REGIONAL PARKS**

### **A. Gate Fees:**

1. All County-operated regional parks with controlled access gates shall charge a gate fee of \$5.00 per vehicle for weekends and holidays and \$2.00 per vehicle for weekdays. Santa Rosa Valley Park shall charge the above gate fees only on event days.
2. Multiple passenger vehicles transporting twelve (12) persons or more shall be charged \$15.00 per vehicle, per entry.
3. Gate tallies are made available upon request at County-operated parks at a rate of \$15.00 per hour. When the gate attendant is regularly scheduled, there will be no charge for his/her time.
4. Gate fees for events may be prepaid. To determine the amount of the prepayment, the applicable gate fee shall be multiplied by an estimated vehicle count. To determine the estimated vehicle count, the anticipated total attendance (as determined by the Director) shall be divided by 2.5. The prepayment shall be considered a deposit.
5. All County-operated regional parks with horse arenas shall charge a gate fee of \$5.00 per horse (non-trailer) for weekends and holidays and \$2.00 per horse (non-trailer) for weekdays.
6. The Director has the discretion to reduce gate fees when the Director deems a reduction beneficial to promote business in a park or when an adult-chaperoned youth group such as the Boy or Girl Scouts, the YMCA, or 4H is holding an event at a park.

### **B. Required Deposits and Reservation Fees:**

1. The Director may set the reservation booking window for each facility for which the Director elects to accept reservations. A use fee paid in advance for each facility reserved shall be required to guarantee a reservation. A security deposit will also be required in advance at least one week prior to the event. Personal checks will not be taken inside of 21 days unless approved by the Director. The security deposit will be returned after taking the following into account:

- a) A properly cleaned facility after use;
- b) Reimbursement to County for damages to park property, if any, and;
- c) Application toward fees that may be due to County or non-County managed parks.

If the site or facility is not properly cleaned after use, County staff may clean the site or facility, and staff's hourly cleaning fees shall be charged to the user at the "County Personnel Overtime Rate" in section VI.

## 2. Reservation Cancellation - Day Use and Facilities

- a) 45 days or more prior to reserved date:
  - a. Reservation fee forfeited.
  - b. Use fee fully refunded or transferred to another date.
  - c. Security deposit fully refunded.
- b) 44-15 days prior to reservation date:
  - a. Reservation fee forfeited.
  - b. Use fee - 50% forfeited; remainder refunded or transferred to another date.
  - c. Security deposit fully refunded.
- c) Less than 15 days prior to reserved date (including no-shows):
  - a. Reservation fee forfeited.
  - b. Use fee forfeited.
  - c. Security deposit fully refunded.

### 3. Reservation Cancellation - Camping

- a) Greater than 48 hours prior to reservation check-in time:
  - a. Reservation fee forfeited and \$15 cancellation fee applied.
- b) Less than 48 hours prior to reservation check-in time:
  - a. Reservation fee forfeited and \$15 cancellation fee applied.
  - b. All use fees forfeited through first two days/nights of reservation.
- c) Non-Check-In (No-Show)
  - a. Automatic cancellation of remaining reservation days after 48 hours.
  - b. All fees paid are forfeited.

### 4. Reservation Changes:

The first change to all reservations is complimentary (except for front end shortening, see below), so long as the change is made at least 15 days before the first day of the reservation for facilities and group use, and at least 7 days before the first day of the reservation for camping, with a maximum of three changes per reservation allowed, before incurring a \$15.00 fee for each additional change. If change is requested less than 48 hours from check-in, cancellation policy applies.

Beach parks only: Changes to the front end of a reservation to shorten the stay will be imposed a \$10 per day charge for each day shortened, plus a \$15 change fee.

### 5. Out of Policy Refunds:

Requests for an out of policy refund by park visitors who are unable to keep a reservation for personal reasons shall be considered and determined by the Director. Out of policy refunds are also available for extraordinary conditions such as severe storms or disaster conditions. Out of policy refund requests must be submitted in writing to the Parks Department and include documentation substantiating the circumstances justifying the refund. Out of policy refunds will not be issued for guest convenience.

### Campground Reservations:

- 1. Camping at all camping facilities may be made available on a first-come, first-served basis or by reservation.
- 2. Except for beach parks, an individual reservation may be made for up to four (4) sites by the same party. At beach parks, an individual may reserve only one site at a time per reservation period.

3. Except for beach parks, a group reservation may be made for five (5) or more sites, up to the complete campground, and must be for two or more nights. At beach parks, an individual may reserve only one site at a time per reservation period. An individual shall not have possession of two or more sites during any beach park stay.
4. Customers may only have one customer account in the parks reservation system per household. Exceptions must be verified and approved.
5. When booking a camp site, the correct recreational vehicle plate or, for tent camping, passenger vehicle plate is required. Incorrect plate information may be grounds for cancellation of reservation or parking citation.
6. Changing customer account information to get around booking policies is grounds for cancellation of all active reservations and loss of any paid fees.
7. Violations of any of the above rules may be grounds for banishment from the park system.

C. Overnight Camping Facilities (County-Operated Parks):

Type of Campsites:

The fees charged for overnight camping in Ventura County Parks offering overnight camping facilities shall be based on the following:

1. Improved campsites include at least three of the following: restrooms with flush toilets, drinking water, showers, and individual campsites.
2. Improved beach campsites include: flush toilets, drinking water, showers, individual campsites, and concession stands.
3. Unimproved Campsites include: informal campsites or parking area with central water supply. Most toilets are portable.
4. Rincon Parkway Overnight Parking: Portable toilets, centralized trash receptacles, and individual beachfront sites.
5. Youth Group Camping Areas: semi-improved areas designated for group use.
6. Full Hookup Campsites: water, electrical and sewer hookups, may include cable service and showers.
7. Partial Hookups include: Water and electrical hookups, flush toilets, individual campsites, and may include showers.



### Overnight Camping Use Fees:

Camping base use fees charged for the occupation of all or part of a campsite for the purpose of camping overnight shall be based upon the following schedule on a per reservation basis:

|  |         |
|--|---------|
| Reservation Fee (online)               | \$10.00 |
| Cancellation Fee                       | \$15.00 |
| Reservation Fee (call in or in-person) | \$15.00 |
| Reservation Fee (group)                | \$23.00 |

|   |                   |
|---|-------------------|
| Faria and Hobson Beach Park Improved          | \$42.00 Per Night |
| Full Hookups (Beach)                          | \$61.00 Per Night |
| Premium no campfire (sites 39, 40, 41 and 42) | \$63.00 Per Night |
| No campfire sites (25 through 38)             | \$37.00 Per Night |

|                 |                   |
|-----------------|-------------------|
| Rincon Parkway: | \$41.00 Per Night |
|-----------------|-------------------|

|                       |                   |
|-----------------------|-------------------|
| Full Hookups (Inland) |                   |
| Camp Comfort          | \$46.00 Per Night |
| Tapo Canyon Park      | \$44.00 Per Night |
| Foster Park           | \$44.00 Per Night |
| Steckel Park          | \$44.00 Per Night |
| Kenney Grove Park     | \$44.00 Per Night |

#### Partial Hookups:

|              |                   |
|--------------|-------------------|
| Oak Park     |                   |
| Upper        | \$38.00 Per Night |
| Lower        | \$38.00 Per Night |
| Kenney Grove | \$37.00 Per Night |

#### Improved:

|                                    |                              |
|------------------------------------|------------------------------|
| Steckel Park                       | \$25.00 Per Night            |
| Camp Comfort & Toland Tent Camping | \$20.00 Per Night            |
| Other Improved Parks               | \$25.00 Per Night            |
| Other Improved Parks no campfire   | \$22.00 Per Night            |
| Bike Camping                       | \$5.00 Per Night             |
| Group Camping                      | \$4.00 Per Night, Per Person |

#### Unimproved:

|                               |                   |
|-------------------------------|-------------------|
| Toland Park Primitive Camping | \$20.00 Per Night |
|-------------------------------|-------------------|

Note: Group Camping (Tapo Canyon Park, Toland Park, Kenney Grove, Foster Park, and Oak Park) through Special Use Permit only. All group campers must pay based on actual size of group.

A use fee for additional vehicles is required. Vehicle must fit within the site and pay an additional \$16 per vehicle per day (if allowed).

The Director is authorized to institute increased camping rates, up to fifteen percent (15%) above the base use fee, for peak season or weekends and holidays.

The Director is authorized to institute reduced camping rates, up to fifty percent (50%) of the base use fee based on an evaluation of park usage and availability considerations.

|                          |                               |
|--------------------------|-------------------------------|
| All Youth Group Camping: | \$ 4.50 Per Night, Per Person |
| Animals:                 | \$ 2.50 Per Night, Per Dog    |

Service Dogs are fee exempt. All dogs must be kept on a leash not to exceed 6 feet in length at all times. Length of a tethered leash and location of the tether shall not permit pet to extend past the boundaries of the site. Maximum number of dogs allowed in a County Park per owner/campsite shall be set by the Director.

#### Distinguished Veterans Camping Pass:

Campsite fees (not reservation, cancellation or day use fees) are waived for Distinguished Veterans who are in possession of a valid State of California issued "Distinguished Veteran" (formally "Disabled Veteran/Prisoner of War") pass and valid California State photo identification. All supplemental use fees such as dogs, additional motor vehicles, etc. must be paid. Any subsequent campsite reserved by the pass holder, but not occupied by the pass holder, shall be charged full price. The pass holder is required to present the pass at check-in (photocopies not accepted) and a valid California Driver License or Identification Card (interim/temporary not accepted) even when the campsite is reserved in advance. This waiver does not apply to leased facilities.

#### Administrative Fees:

An administrative fee of \$15.00 shall be charged for any review of citations (tickets) incurred due to customer error (e.g., late payment of camping fee) or other reason that are voided and/or reverted to camping fees.

An administrative fee of \$15.00 may be charged for any camper changing sites, if the Park Ranger deems it appropriate. A maximum of 3 moves will be allowed.

An administrative fee of \$15.00 shall be charged for processing skipped payments of camping fees.

#### Overnight Camping Use Fees for Youth Group Areas:

Camping use fees for youth groups camping overnight in designated youth group camping areas shall be at the rate of \$4.00/person/night (excludes recreational vehicles, which shall be charged established campsite rates).

Rules Governing Overnight Camping (excludes the Rincon Parkway and Bike Camping Area(s)):

1. Maximum single stay is 14 consecutive days.
2. Campers at Hobson Beach Park and Faria Beach Park must vacate the park for seven (7) days after a single stay of three (3) days or more before occupying either Hobson Beach Park, Faria Beach Park, or Rincon Parkway. Campers at any park other than Hobson Beach Park, Faria Beach Park, or Rincon Parkway must vacate the park for 48 hours after a single stay of more than three (3) days before re-occupying the same park.
3. Maximum cumulative length of all single stays in the County-operated park system is sixty (60) peak-season days and sixty (60) off-season days. The Director may authorize on a case-by-case basis an extension to these lengths of stay for persons directly affected by an emergency duly declared by the County.
4. Maximum cumulative length of all single stays in any one campground is 30 days during peak season and 30 days during the off-season, per calendar year.
5. Maximum of six (6) persons to an individual campsite. More than six (6) persons will have to purchase an additional campsite.
6. Each paid camping permit authorizes a maximum of three units. Each of the following is one "unit": one recreational vehicle or one recreational trailer (including its towing vehicle), limit one recreational vehicle per site, one non-recreational vehicle, or one tent. Additional units will be charged \$15 per night fee (if allowed).
7. Any combination of recreational vehicle, non-recreational vehicle and tent(s) cannot exceed maximum person occupancy per campsite and must fit within campsite boundaries.
8. The park gate fee shall be credited to the overnight camping fee (where applicable).
9. Non-County managed campgrounds are exempt from the above listed length of stay portions of this rule.
10. Campground hours: checkout time is 11:00 a.m., check-in time is 12:00 p.m. Day use hours are 7:30 a.m. to posted hours. At Faria and Hobson Beach Parks, parking in day-use spaces is allowed after sunset with a paid camping permit displayed. Vehicles must be moved by 6:55 a.m. the following morning.
11. The Director is authorized to approve extended lengths of stay past the set period when warranted on a case-by-case basis.

12. The Director is authorized to designate any park for extended single stays, not to exceed thirty (30) consecutive days, during the off season.

13. Only the person renting a camping space may park a recreational vehicle or other camping equipment in the space. A third party who is not camping may not register a space for another person's use and may not transport and park a recreational vehicle or other camping equipment in a space for another person's use. Violation can result in loss of all paid fees, fines and/or being banned from use of the County Park System.

Rincon Parkway:

1. Maximum single stay of no more than seven (7) days during the peak season.
2. Maximum single stay of no more than fourteen (14) days during the off-season.
3. After parking for five (5) or more continuous days during the off-season, campers must vacate the Rincon Parkway and remove their recreational vehicle, and no person shall park the same recreational vehicle within the Rincon Parkway until at least seven (7) days have elapsed from the date of departure. After parking for three (3) continuous days during the peak-season, campers must vacate the Rincon Parkway and remove their recreational vehicle, and no person shall park the same recreational vehicle within the Rincon Parkway until at least seven (7) days have elapsed from the date of departure. Campers at Rincon Parkway must vacate the parkway for seven (7) days after a single stay of any length before occupying either Hobson Beach Park or Faria Beach Park.
4. Maximum cumulative length of all single stays in any one campground is 30 days during peak-season and 30 days during the off-season, per calendar year.
5. Maximum cumulative length of all single stays in the County-operated park system is sixty (60) peak-season days and sixty (60) off-season days per twelve (12) month period.
6. Maximum of six (6) persons to an individual overnight site. More than six (6) persons will have to purchase an additional site.
7. Only one recreational vehicle or one trailer (including its towing vehicle) permitted per overnight site, plus one non-recreational vehicle. No tents are allowed. One additional vehicle may be allowed if it fits within the site and pays extra vehicle fee.
8. Hours: Checkout time is 11:00 a.m. the day of departure and check-in time is 12:00 p.m.
9. Overnight parking by reservation or mobile payment only.
10. The Director is authorized to approve extended lengths of stay past the set period when warranted on a case-by-case basis, not to exceed 14 consecutive days.

11. Only the person renting a camping space may park a recreational vehicle in the space. A third party who is not camping may not register a space for another person's use and may not transport and park a recreational vehicle in a space for another person's use. Violation can result in loss of all paid fees, fines and/or banishment from use of the County Park System.

Bike Camping Area:

1. Maximum stay of no more than 48 continuous hours.
2. Campers at a Bike Camping Area must vacate the camping area for 48 hours after any length of stay before re-occupying the Bike Camping Area.
3. Maximum of two (2) bikes to an individual campsite. More than two (2) bikes will have to purchase an additional campsite.
4. Tent camping only permitted with non-motorized bike.
5. Tent camping by reservation or mobile payment only.
6. The Director is authorized to approve extended lengths of stay past the set period when warranted on a case-by-case basis.

D. Group Use Fees and Deposits:

The minimum fee charged for using facilities shall be determined by the maximum seating capacity or the estimated size of the proposed group, whichever is greater. If actual attendance is larger than anticipated, the use fee may be increased per the following schedule:

| <u>Seating Capacity</u> | <u>Use Fee Schedule</u> |     | <u>Refundable Deposit</u> |      |
|-------------------------|-------------------------|-----|---------------------------|------|
| 1 - 50                  | \$                      | 75  | \$                        | 75   |
| 51 - 100                | \$                      | 100 | \$                        | 100  |
| 101-150                 | \$                      | 150 | \$                        | 150  |
| 151 - 200               | \$                      | 200 | \$                        | 200  |
| 201 - 250               | \$                      | 250 | \$                        | 250  |
| 251 - 350               | \$                      | 300 | \$                        | 300  |
| 351 - 450               | \$                      | 400 | \$                        | *400 |

Note: A gate fee shall be imposed for each vehicle in addition to use fees. In addition to the use fee, a reservation fee shall be charged for any size barbecue facility. Facilities not in use or not previously reserved are available on a first-come, first-served basis, subject to above use fees and required deposit. Where seating

capacities exceeds 450 an additional \$1 for each person over the 450 count will be applied.

\* The Director may establish a higher deposit depending on the size of the group and nature of the activities.

E. Park Building Use Fees:

|   |   |
|---|---|
| Steckel Park Stone Cabin and BBQ Area   | \$155.00 Use Fee<br>\$155.00 Security Deposit |
| Camp Comfort Park Clubhouse/Area 1  | \$400.00 Use Fee<br>\$400.00 Security Deposit |
| After hours Clubhouse Decorating fee/pre-setup<br>6 p.m. - 9 p.m. only (if available) | \$ 30.00                                      |

F. After Hours Group Camping Building Use:

|                                    |          |
|------------------------------------|----------|
| Oak Park Area 1 (w/ permit)        | \$ 20.00 |
| Camp Comfort Clubhouse (w/ permit) | \$ 30.00 |
| Stone Cabin (w/ permit)            | \$ 20.00 |

Use of these facilities after hours will be from 6 p.m. - 9 p.m. only

G. Other Special Park Facility Use:

1. Equestrian Arenas:

\$95.00 per day use fee for each day reserved. Use fee for arenas is in addition to the normal park entry fee. Special Use Permit required with insurance (per section IV.C.1) for any events. One Special Use Permit may cover a two-day event.

Santa Rosa Valley Park arena has a 24-event-per-calendar-year restriction with a maximum of 180 people and 50 horses per event.

Any lease consummated for operation of these facilities shall take precedence over use fees.

2. Soule Softball Field:

Daytime Use: \$13.00 Per Hour  
w/ Lights: \$23.00 Per Hour

All Day: \$55.00

Camps or Tournaments: \$35.00 Per Hour

Baseball is prohibited on County ball fields, other than Oak Dell fields.

Special Use Permit required for Camps/tournaments with insurance. Team Practices/League Play with insurance (per section IV.C.1). Max 2 months per reservation. Max 6 reservations. Reservation fee required per reservation.

3. Paddle Ball Courts:

\$13.00 Per Hour - Min 2 hours  
\$55.00 All Day

Use fee for facility for each day reserved, limited to tournaments and approved groups on a first-come, first-served basis, to all others at no fee or deposit; however, subject to reserved user preemption. Special Use Permit required with insurance (per section IV.C.1) for any events.

4. Sanitary Disposal Station Oak Park:

Those holding a current camping permit for the Oak Park dump site location shall pay a fee of \$15.

5. VENDOR ORGANIZED PUBLIC EVENTS:

A use fee of \$2.00 per adult, 18 years and older, shall be charged for people attending an event open to the public in a County-operated park where attendance is expected to exceed 250 persons. A minimum use fee deposit shall be required at the time of application approval to cover the use fee. If the actual attendance is less than the minimum use fee deposit, the Parks Department will refund the difference to the vendor, and if actual attendance exceeds the anticipated attendance, the vendor must pay the Parks Department the amount owed above the minimum use fee deposit. Use fee deposit shall be in accordance with the following scale:

| <u>Anticipated<br/>Attendance</u> | <u>Minimum Use<br/>Fee Deposit</u> |
|-----------------------------------|------------------------------------|
| 250 - 500                         | \$500                              |
| 501 - 1000                        | \$1,000                            |
| 1001 - 2000                       | \$2,000                            |
| 2001 - 3000                       | \$3,000                            |
| 3001 - 4000                       | \$4,000                            |
| 4001 - Over                       | \$5,000                            |

6. Day Camps:

Reservation fee plus rental fee for each reserved barbeque area used per day. If using a youth group camping area, the charge is \$7.00 flat fee for each day reserved and \$3.00 per youth per day.

7. Oak Dell (Ojai Valley League) Fields:

\$50.00 per day use fee for each day reserved per field, plus a \$150 security deposit per field. Special Use Permit may be required with insurance (per section IV.C.1) for any open events.

8. Kenney Grove Amphitheater:

\$130.00 per day use fee for each day reserved, plus \$130.00 security deposit. Use fee is in addition to the normal park entry fee. Special Use Permit may be required with insurance (per section IV.C.1) for any events. One Special Use Permit may cover a two-day event.

H. Special Use Areas:

General park facilities and/or areas other than those specific facilities described above may be reserved or offered on a first come/first serve basis for special use upon the approval of the Director. Applicable use fee for a special use will be at the discretion of the Director; Group reservation fees apply if area is reserved.

Examples of a "Special Use":

1. Creating self-made, unapproved special areas with four or more tables by moving picnic tables together or bringing into the park additional tables to seat 50 or less people, or by organizing an unapproved gathering of a group of 50 or more people as referenced in Section II.D.
2. Roping off section of parking lot.
3. Special event not provided for in Rent & Fee Schedule.
4. Temporary use of park land for special storage, sign advertising, and other uses not provided for in Rent & Fee Schedule.

I. Day Use Areas:

Camping tents will only be allowed under a Special Use Permit or by approval of the Director. Large commercial shade canopies must be pre-approved for siting in the park by maintenance staff and may require a Ventura County fire permit.

**III. ANNUAL PARK PASS**

- A. The Annual Park Pass (APP) is good for day use access only, with unlimited use of day use parking areas, equestrian arenas and the Soule Park Dog Park area. Use of group use picnic areas, overnight tent camping, recreational vehicle camping, etc. is not included.



- B. The APP is valid for a 12-month period from the date of issue and issued as “one per household,” which means any person from that household may utilize the APP, as long as the person is driving the registered vehicle that displays the APP window sticker. A maximum of 12 people per vehicle is allowed.
- C. One passenger vehicle (and horse trailer), or horse and rider may enter the park utilizing an APP. Users will be issued a window sticker for display on their primary vehicle. Users who intend to ride horses into the park, or who do not own vehicles, will be issued a wallet card for identification. Note: one pass may be used for both a horse and rider and a tow vehicle. Multiple horses and riders from one family may use one pass.
- D. The APP permits one vehicle to park on a day-use basis, subject to all County rules and ordinances. Vehicle owner assumes all liability associated with use of the APP. An APP is valid at all County operated regional recreation facilities parking areas with controlled access gates.
- E. The APP is \$60.00 per pass annually. Extra passes for the same household may be purchased for an additional \$12.00 each (maximum of four (4) passes per household).
- F. A discount APP is available at a reduced cost of \$30 each for individuals who meet one or more of the following criteria:
  - 60 years or older (must show photo ID).
  - Holders of State of California issued "Distinguished Veteran" Pass (must show State of California-issued pass and photo ID).
  - Permanently Disabled Persons (must show State of California-issued Permanently Disabled Person registration card and photo ID). Temporarily disabled persons are not eligible for a discount APP.
- G. A \$25.00 processing fee will be charged for each replacement pass.
- H. The APP is non-refundable and non-transferable.
- I. Annual passes are not issued to recreational vehicles.
- J. APPs are available to Ventura County residents only.

#### **IV. COMMERCIAL ACTIVITY PERMITS**

- A. No person shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business upon County property under the jurisdiction of the Parks Department unless a permit is obtained from the Director. The Director is authorized to institute reduced

or waive permit fees based on an evaluation of County benefit and under the circumstances the permit is being requested.

B. Vendor Selling Permit fees (non-Beach Parks):

|                   |           |
|-------------------|-----------|
| 1. One Day Permit | \$ 50.00  |
| 2. Monthly Permit | \$ 90.00  |
| 3. 6 Month Permit | \$ 320.00 |
| 4. Annual Permit  | \$ 475.00 |
| 5. Alcohol Permit | \$ 75.00  |

C. In order to qualify for a commercial activity permit the following is required:

1. Certificate of Insurance  
Commercial General Liability (CGL) "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury and property damage each occurrence. County to be named as "additional insured." Higher coverage may be required at the discretion of the Director.
2. Identification Card  
A refundable identification card deposit of \$15 per card will be required. If the card is not returned within 30 days of expiration date, the deposit is forfeited.
3. Business License  
Evidence of a city/County business license is required.  
  
Note: Permit does not allow permittee to enter those parks with existing concession agreements, nor does permit allow permittee to enter upon lessee's premises without approval of the lessee. One (1) year permit is subject to thirty (30) day termination. Permits are not assignable.
4. Additional Requirements  
The permittee may be required by the Director or County to meet other requirements for issuance of the permit (e.g., safety equipment, food-handling certificate).

V. SPECIAL USE PERMITS

|                             |             |           |
|-----------------------------|-------------|-----------|
| A. Feature Movie Filming    | \$ 1,800.00 | per Event |
| B. TV or Commercial Filming | \$ 1,800.00 | per Event |
| C. Filming Parking Only     | \$ 550.00   | per Day   |
| D. Professional Photography | \$ 190.00   | per Day   |

- |                              |    |        |           |
|------------------------------|----|--------|-----------|
| E. Commercial Demonstrations | \$ | 650.00 | per Event |
| F. Other Special Activities  | \$ | 125.00 | per Event |

Note: The fee applies to all or part of a facility. The Director may lower the permit fee on a case-by-case basis. Maximum permit term per event is 24 hours (unless otherwise permitted by the Director). Where permits require additional service such as a park monitor the Director may apply an additional fee to cover additional services costs. The additional fee shall be limited to cost recovery. A security deposit will be required in an amount equal to the use permit fee unless waived by the Director. Evidence of insurance is required in the referenced amounts (per Section IV.C.1). A County permit is also required for activities on leased property. Sound Permits will be issued by the lessee when required by ordinance. Special Use Permit fees may be waived if activity is part of a reserved group area. Permits are generally non-refundable, but refunds may be considered under unique circumstances by the Director. Bounce Houses or Jolly Jumpers do not require a permit when they are covered under a group use permit, otherwise they will pay 50% of the value of a special use permit.

#### **VI. SPECIAL USES REQUIRING EXTRA OR OVERTIME PERSONNEL**

Any use requiring extra County personnel or services shall be charged a fee at the direct cost rate.

##### Examples:

- A. Special maintenance requirements other than normal cleanup.
- B. Uses requiring special operational personnel services or supervision.
- C. Crowd control.
- D. Extended hours beyond normal closing.
- E. Use requiring special Park Ranger supervision.

Note: Two uniformed and licensed security personnel per 100 people shall be provided at the customer's expense for all concerts and special events where alcoholic beverages are sold if the event is open to the public or live and/or recorded music is the form of entertainment, unless otherwise waived by the Director.

## **VII. COMMUNITY CENTERS/LOCAL PARKS**

There are six community centers/local parks owned and operated by the County:

- Casitas Springs
- Oak View
- Piru (Warring Park)
- El Rio (Roger Jones)
- Saticoy
- Piru Town Square

Each location may be subject to an independent Local Parks Advisory Commission appointed by the Board of Supervisors. The Commission's function is advisory to the Parks Department and Board of Supervisors.

Reservations, use fees, and required security deposits for community centers/parks are to follow the guidelines set forth in Section II.B.

Non-profit rates shall apply to organizations who are organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers and must be registered with the California Attorney General's Registry of Charitable Trusts. All other organization who do not qualify as Non-profit shall receive the for profit rate.

### **A. CASITAS SPRINGS (8437 Edison Drive)**

#### **1. Community Center – Main Building Rental**

Baptisms, dinners, receptions, or showers, etc. Use includes kitchen and patio area. (216 people maximum):

|   |                  |
|---|------------------|
| Use Fee   | \$275.00 per Day |
| Security Deposit                                  | \$275.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

Non-profit:

|                                       |                   |
|---------------------------------------|-------------------|
| Use Fee – onetime<br>(3 Hour Maximum) | \$ 10.00 per Hour |
| Security Deposit                      | \$ 50.00          |

Organized instruction for profit:

|   |                          |
|---|--------------------------|
| Use Fee                                     | \$ 15.00 per Hour        |
| Security Deposit                            | \$100.00 per Reservation |
| Insurance Required – same as Sec. IV. C. 1. |                          |

2. Barbecue Area Rental (20 people maximum)

|                      |          |
|----------------------|----------|
| Use Fee              | \$ 55.00 |
| (Includes Restrooms) |          |
| Security Deposit     | \$ 55.00 |

3. Facility Hours/Security

7:30 a.m. until 10:00 p.m. All uses (except meetings and instruction) after 6:00 p.m. require two licensed, uniformed security personnel per each 100 people. Security personnel will remain on site until the facility is locked and secured by the renter. The Director has discretion to waive the above requirement if it is determined that security is not required for that type use.

4. Use Fees

All fees are due at the time of reservation.

5. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for: (1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2) Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments. All reservations regardless of fee waiver will incur the group reservation fee.
- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

B. OAK VIEW COMMUNITY CENTER (18 Valley Road)

1. Main Hall (Gymnasium)

Baptisms, fundraisers, dinners, parties, receptions, showers, etc. (290 people maximum):

|   |                  |
|---|------------------|
| Use Fee:  | \$450.00 per Day |
| Security Deposit:                                 | \$500.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

Non-profit:

|  |                   |
|--|-------------------|
| Day (7:30 a.m. - 6:00 p.m.)<br>(3 Hour Maximum)    | \$ 10.00 per Hour |
| Night (6:00 p.m. - 10:00 p.m.)<br>(4 Hour Maximum) | \$ 20.00 per Hour |
| Security Deposit                                   | \$ 50.00          |

For profit:

|   |                   |
|---|-------------------|
| Use Fee                                     | \$ 25.00 per Hour |
| Security Deposit:                           | \$150.00          |
| Insurance Required – same as Sec. IV. C. 1. |                   |

2. Kunkle Hall (77 people maximum capacity)

Baptisms, fundraisers, dinners, parties, receptions, showers, etc. (Use fee includes patio area):

|   |                  |
|---|------------------|
| Use Fee:  | \$225.00 per Day |
| Security Deposit                                  | \$225.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

Non-profit:

|                  |                   |
|------------------|-------------------|
| Use Fee          | \$ 10.00 per Hour |
| (3 Hour Maximum) |                   |
| Security Deposit | \$ 50.00          |

For profit:

|   |                   |
|---|-------------------|
| Use Fee                                     | \$ 25.00 per Hour |
| Security Deposit:                           | \$100.00          |
| Insurance Required – same as Sec. IV. C. 1. |                   |

3. Kitchen

|                  |                  |
|------------------|------------------|
| Use Fee          | \$ 50.00 per Day |
| Security Deposit | \$ 50.00         |

4. Basketball Court

|                             |                   |
|-----------------------------|-------------------|
| Use Fee                     | \$ 10.00 per Hour |
| Per Night (for league play) | \$ 50.00          |

Team Practices/League Play:

Special Use Permit required for tournaments with insurance. Team Practices/League Play with insurance (per section IV.C.1). Max 2 months per reservation. Max 6 reservations. Reservation fee required per reservation.

5. Whole Facility

Baptisms, fundraisers, dinners, parties, receptions, showers, etc. (367 people maximum):

|          |                  |
|----------|------------------|
| Use Fee: | \$700.00 per Day |
|----------|------------------|

|   |          |
|---|----------|
| Security Deposit:                                 | \$750.00 |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 50.00 |

Non-profit:

|  |                   |
|--|-------------------|
| Day (7:30 a.m. - 6:00 p.m.)<br>(3 Hour Maximum)    | \$ 25.00 per Hour |
| Night (6:00 p.m. - 10:00 p.m.)<br>(4 Hour Maximum) | \$ 30.00 per Hour |
| Security Deposit                                   | \$ 50.00          |

For profit:

|   |                   |
|---|-------------------|
| Use Fee                                     | \$ 30.00 per Hour |
| Security Deposit:                           | \$150.00          |
| Insurance Required – same as Sec. IV. C. 1. |                   |

6. West Lawn (Adjacent to the Main Hall)

Wedding Ceremony, Bounce House, Cocktail Reception, etc.

|                  |                    |
|------------------|--------------------|
| Use Fee          | \$100.00 (2 Hours) |
| Additional Hours | \$ 50.00 per Hour  |
| Security Deposit | \$100.00           |

7. Restroom Cleaning Fee

A restroom cleaning fee of \$100 may be added to your reservations if you are only reserving one room in the facility. If the customer is not reserving the entire facility for their event the County may reserve available rooms to other customers.

8. Facility Hours/Security

7:30 a.m. to 10:00 p.m. All uses (except meetings, basketball, and instruction) after 6:00 p.m. require two licensed, uniformed security personnel per each 100 people. Security personnel will remain on site until the facility is locked and secured by renter. The Director has discretion to waive the above requirement if it is determined that security is not required for that type use.

9. Use Fees

All fees are due at the time of reservation.

10. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for:
  - (1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl

Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2) Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments. All reservations regardless of fee waiver will incur the group reservation fee.

- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

### C. PIRU/WARRING PARK (802 Orchard Street)

#### 1. Community Center

Baptisms, dinners, parties, receptions, showers, etc. (125 people maximum capacity):

|   |                  |
|---|------------------|
| Large Room w/ Kitchen                   | \$225.00 per Day |
| Security Deposit                        | \$275.00         |
| Decorating fee/pre-setup (if available) | \$ 25.00         |

|   |                  |
|---|------------------|
| Small Room w/ Kitchen (65 people Max)             | \$125.00 per Day |
| Security Deposit                                  | \$160.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

|   |                  |
|---|------------------|
| Full Center w/ Kitchen (190 People Max) | \$300.00 per Day |
| Security Deposit                        | \$350.00         |

|                  |                  |
|------------------|------------------|
| Kitchen Only     | \$ 30.00 per Day |
| Security Deposit | \$ 50.00         |

|                               |                    |
|-------------------------------|--------------------|
| Seniors' Small Room & Kitchen | \$300.00 per Month |
|-------------------------------|--------------------|

Non-profit:

|  |                    |
|--|--------------------|
| Use Fee<br>(3 Hour Maximum)              | \$ 10.00 per Hour  |
| Weekly Meetings<br>(4 per Month Maximum) | \$ 50.00 per Month |
| Security Deposit                         | \$ 50.00           |

For profit:

|                                   |                   |
|-----------------------------------|-------------------|
| Use Fee                           | \$ 15.00 per Hour |
| Security Deposit                  | \$100.00          |
| Insurance Required (Sec. IV.C.1.) |                   |

#### 2. Softball Field (softball only)

|                          |   |
|--------------------------|---|
| Day Use (3 Hour Minimum) | \$ 13.00 per Hour<br>(\$5 each additional hour) |
|--------------------------|---|



|  |  |
|--|--|
| Night Use (w/Lighting)                     | \$ 23.00 per Hour                              |
| Tournaments (restricted flight balls only) | \$ 30.00 per Team<br>(Each participating team) |
| Clubs with insurance (30-day minimum)      | \$ 7.50 per Hour                               |
| With Lighting                              | \$ 10.00 per Hour                              |

Team Practices:

Special Use Permit required for tournaments with insurance. Team Practices/League Play with insurance (per section IV.C.1). Max 2 months per reservation. Max 6 reservations. Reservation fee required per reservation.

3. Basketball Court

|         |                  |
|---------|------------------|
| Use Fee | \$ 15.00 per Day |
|---------|------------------|

4. Covered BBQ

|                  |                  |
|------------------|------------------|
| Use Fee          | \$125.00 per Day |
| Security Deposit | \$200.00         |

Note: Not available when men's tournament is scheduled

5. Snack Bar

|                  |                  |
|------------------|------------------|
| Use Fee          | \$ 15.00 per Day |
| Security Deposit | \$ 50.00         |

6. Snack Bar (Area 1)

|                  |                  |
|------------------|------------------|
| Use Fee          | \$ 75.00 per Day |
| Security Deposit | \$ 75.00         |

7. Filming

|         |            |
|---------|------------|
| Use Fee | See Sec V. |
|---------|------------|

8. Facility Hours/Security

7:30 a.m. until 10:00 p.m. All uses (except meetings or instruction) after 6:00 p.m. require two licensed, uniformed security personnel per each 100 people. Security personnel will remain on site until the facility is locked and secured by the renter. The group use area will require security after 6:00 p.m. The Director has discretion to waive the above requirement if it is determined that security is not required for that type use.

9. Use Fees

All fees are due at the time of reservation.

## 10. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for:  
(1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2)  
Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments.
- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

### D. EI RIO (ROGER JONES – 2864 Jourdan Street)

#### 1. Community Center

Baptisms, fundraisers, dinners, parties, receptions, showers, etc. including kitchen and patio (120 people maximum):

|   |                  |
|---|------------------|
| Use Fee:  | \$300.00 per Day |
| Security Deposit:                                 | \$275.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

#### Non-profit:

|  |                    |
|--|--------------------|
| Use Fee – onetime<br>(3 Hour Maximum)    | \$ 10.00 per Hour  |
| Weekly Meetings<br>(4 per Month Maximum) | \$ 50.00 per Month |
| Security Deposit                         | \$ 50.00           |

#### For Profit:

|                                   |                   |
|-----------------------------------|-------------------|
| Use Fee                           | \$ 15.00 per Hour |
| Security Deposit:                 | \$100.00          |
| Insurance Required (sec. IV.C.1.) |                   |

#### 2. Facility Hours/Security

7:30 a.m. until 10:00 p.m. All uses (except meetings and instruction) after 6 p.m. require two licensed, uniformed security personnel per each 100 people. Security personnel will remain on site until the facility is locked and secured by renter. The Director has discretion to waive the above requirement if it is determined that security is not required for that type use.

#### 3. Use Fees

All fees are due at the time of reservation.

#### 4. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for: (1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2) Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments.
- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

#### E. SATICOY

##### 1. Community Center (Jose Flores Community Center – 11168 Violeta St.)

Baptisms, dinners, parties, receptions, showers, etc. (125 people maximum):

|   |                  |
|---|------------------|
| Full Center w/ Kitchen (190 people maximum):      | \$300.00 per Day |
| Security Deposit                                  | \$350.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

|                  |                  |
|------------------|------------------|
| Kitchen Only:    | \$ 30.00 per Day |
| Security Deposit | \$ 50.00         |

Non-profit:

|  |                    |
|--|--------------------|
| Use Fee<br>(3 Hour Maximum)              | \$ 10.00 per Hour  |
| Weekly Meetings<br>(4 per Month Maximum) | \$ 50.00 per Month |
| Security Deposit                         | \$ 50.00           |

For profit:

|                                   |                   |
|-----------------------------------|-------------------|
| Use Fee                           | \$ 15.00 per Hour |
| Security Deposit:                 | \$100.00          |
| Insurance Required (sec. IV.C.1.) |                   |

Note: Jolly Jumps are not allowed at the Community Center.

##### 2. Softball Field (softball only – Saticoy Park 11321 Violeta St.)

|   |                   |
|---|-------------------|
| Day Use (3 Hour Maximum)                | \$ 15.00 per Hour |
| Night Use (w/Lighting) (3 Hour Maximum) | \$ 20.00 per Hour |

Team Practices:

Special Use Permit required for tournaments with insurance. Team Practices/League Play with insurance (per section IV.C.1). Max 2

months per reservation. Max 6 reservations. Reservation fee required per reservation.

3. Covered BBQ Area

|                  |                  |
|------------------|------------------|
| Use Fee          | \$ 80.00 per Day |
| Security Deposit | \$100.00         |

4. Facility Hours / Security

7:30 a.m. until 10:00 p.m. All uses (except meeting and instructions) after 6 p.m. require two licensed, uniformed security personnel per each 100 people. Security personnel will remain on site until the facility is locked and secured by renter. The Director has discretion to waive the above requirement if it is determined that security is not required for that type use.

5. Use Fees

All fees are due at the time of reservation.

6. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for: (1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2) Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments.
- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

F. Piru Town Square (510 Main Street)

1. Depot

Baptisms, fundraisers, parties, receptions, showers, etc. (40 people maximum):

|   |                  |
|---|------------------|
| Use Fee   | \$ 75.00 per Day |
| Security Deposit                                  | \$100.00         |
| Decorating fee/pre-setup 5pm – 7pm (if available) | \$ 25.00         |

Non-profit:

|                             |                  |
|-----------------------------|------------------|
| 2 hours (maximum)           | \$ 10.00 per Day |
| 4 meetings+ paid in advance | \$ 25.00         |

For profit:

|                                   |                   |
|-----------------------------------|-------------------|
| Use Fee                           | \$ 15.00 per Hour |
| Security Deposit                  | \$100.00          |
| Insurance Required (sec. IV.C.1.) |                   |

2. Pergola and Fountain Area (by permit)

|                  |                  |
|------------------|------------------|
| Use Fee          | \$125.00 per Day |
| Security Deposit | \$125.00         |

3. Facility Hours/Security

7:30 a.m. until dusk. All uses after 6 p.m. require two licensed, uniformed security personnel per 100 people. Security personnel will remain on site until the facility is locked and secured by renter.

4. Use Fees

All fees are due at the time of reservation.

5. Fee Exemptions

- a. The Director has discretion to waive fees and/or security deposits for: (1) non-profit, adult-chaperoned youth groups, such as Boy Scouts, Girl Scouts, Campfire Girls, Campfire Boys, and YMCA or YWCA; and (2) Board-approved, government sponsored programs that in the determination of the Director lack funds for rental payments.
- b. All non-profit and government-sponsored users must comply with the insurance requirements in section IV.C.1.

G. Out of County Fee

All reservations made by customers living outside of Ventura County will be subject to a 25% out of county fee in addition to the listed Community Center rental rate.

H. Special Events

Special events larger than 200 people or include presence of alcohol, may be required to have a County Parks Monitor assigned to their event and charged at the direct cost rate.

**VIII. DOCUMENT PROCESSING FEE**

A fee shall be paid to County in advance for lessee initiated requests requiring the drafting and related processing of documents. Document processing fees shall be deemed earned by County when paid and shall not be refundable. Said fees are

construed as reimbursement of administrative costs. The document fees authorized by the Board are as follows:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| A. Documents executed by Director: | \$350.00                              |
| B. Documents executed by Board:    | \$750.00                              |
| C. Hypothecation documents review: | \$250.00 + County Counsel hourly rate |
| D. Research                        | \$ 48.00 Per Hour                     |

Exceptions: No fee will be required under the following circumstances:

1. Document is mutually or bilaterally initiated by lessee and County, and action taken benefits both parties.
2. Document is initiated by lessee; however, additional new terms or conditions are imposed to benefit County not related to lessee's request, i.e. consideration is paid other than the document fee as determined by the Director.

#### **IX. BAD CHECK FEE AND LIQUIDATED DAMAGE FEE**

A bad check fee of \$25.00 per returned check shall be levied and liquidated damages shall be imposed for defaults per lease terms.

#### **X. NEGOTIATIONS, PREPARATION AND LEGAL APPROVAL**

The leases, subleases, licenses, permits, special use/activity permits, extensions, amendments, consents, notices of intent to terminate and notices to terminate shall be negotiated and prepared by GSA. All agreements shall be submitted to County Counsel's office for approval as to legal sufficiency prior to final execution, with the exception of pre-approved, routine form documents.

#### **XI. RENTAL POLICY**

All tenants of Parks property are required to pay rent. The Director may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment for rent where all other guidelines are consistent with Director approval.

## **XII. SECURITY DEPOSITS**

All tenants shall provide County with, and at all times maintain, a security deposit. Said amount shall be based on rent paid, adjusted periodically and concurrently with any adjustments to rent. Public entities governed by the Board shall be exempt. Said deposit shall be placed in a County trust account or place of safekeeping and shall guarantee tenants full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable:

- A. Cash
- B. Credit card payment
- C. Money Order
- D. Check payment received at least 3 weeks prior to event.

The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rents and Fee Schedule:

|                              |   |
|------------------------------|---|
| License Agreement:           | Deposit shall be equal to one (1) month rent.                       |
| Residential Lease Agreement: | Deposit shall be equal to one (1) month rent.                       |
| Lease/Management Agreement:  | Term of less than five (5) years - Equal to three (3) months' rent. |
| Lease/Management Agreement:  | Term of more than five (5) years - Equal to six (6) months' rent.   |

## **XIII. TERMINATION DUE TO REPEATED VIOLATIONS**

The Board of Supervisors hereby authorizes the GSA Director to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an agreement after tenants repeat the same violation three (3) times or more within a twelve (12) month period, regardless of the tenants cure, remedy, or diligent pursuit to correct the violations.

## **XIV. VENDING AND ELECTRONIC GAME MACHINE PERCENTAGE RENT**

### **A. Vending Machines**

Ten percent (10%) of all gross sales, which exceed the minimum, shall be paid to County as percentage rent.

Exception: No rent for coin-operated newspaper dispenser machines, subject to seven (7) day notice of permit termination.

B. Game Machines

Twenty percent (20%) of all gross sales, which exceed the minimum, shall be paid to County as percentage rent.

NOTE: Higher percentages may be negotiated and a minimum guaranteed rent might be required as determined by the Director.

**XV. PARK ENCROACHMENT LICENSES**

1. PARKS

The Director shall determine where encroachment licenses may be granted based on private need versus public benefit. Encroachment licenses shall require fees paid in advance each year. In addition to the annual encroachment license fee, a non-refundable, one-time processing fee of \$125.00 shall be required to reimburse a portion of the GSA administrative costs for processing the encroachment license application, making necessary site inspections, and issuing the license application. The square foot areas assigned to encroachments (surface, overhead, or underground) shall be valued at \$4.00 per square foot for the purpose of calculating annual license fees at 15% return on the assigned value. The encroachment license process shall not apply to permits or leases issued for park use.

2. OJAI VALLEY TRAIL

| <u>Type of Encroachment Across Trail</u> | <u>Minimum License Fee</u> |
|--|----------------------------|
| Exclusive surface access                 | \$125.00 per Year          |
| Overhead or underground                  | \$ 70.00 per Year          |

Any encroachment along the nine-mile trail system shall be subject to the same formula calculations for license fee, except linear distances in excess of 10,000 linear feet shall be negotiated by the Director and approved by the Board.

Guidelines for Establishing Width of Assigned Encroachment Area:

|              |                                   |
|--------------|-----------------------------------|
| Overhead     | 5 Feet                            |
| Underground  | 7 Feet                            |
| Surface Road | 10 Feet Exclusive; 20 Feet Shared |

Examples:

- A. Exclusive Surface Access Across Trail:  
Assigned Encroachment Area 10' x 50' = 500 Square Feet  
@ \$4.00 is \$2,000 x 15% return = \$300.00 Annual License Fee.



- B. Exclusive Underground Pipeline Along Trail:  
Assigned Encroachment Area 7' x 1,000' = 7,000 Square Feet  
@ \$4.00 is \$28,000 x 15% return = \$4,200.00 Annual License Fee.

Discouraging and limiting the number of surface encroachments shall maintain the continuity and safety of the Ojai Valley Trail where alternative access exists or where the encroachment effectively creates a hazard or interferes with the users of the Trail. Encroachment license for driveways serving single-family residences and mobile home parks will be issued on a "no fee" basis.

## **XVI. NON-COUNTY MANAGED REGIONAL PARKS**

### ➤ Steckel Park KOA Campgrounds

#### Entry Gate Fees:

- a. All non-County managed regional parks may charge a motorized vehicle entry fee of up to \$7.00 per entry seven days a week, including holidays, year round.
- b. Gate tallies are made available upon request at non-County managed regional parks.

#### Overnight Camping Facilities:

##### Types of Campsites:

The fees charged for overnight camping in Ventura County non-County managed parks in which overnight camping facilities are provided shall be based on the following:

Improved campsites include at least three of the following: Restrooms with flush toilets, drinking water, showers, electrical hookups, individual campsites, and sanitary disposal station.

- a. Youth Group Camping Areas are included in the category of Improved campsites.
- b. Unimproved campsites include informal campsites or parking areas with central water supply. Most toilets are portable.

#### Overnight Camping Use Fees:

Fees charged for the occupation of all or part of a campsite are held by lessee.

Group campers must pay based on the actual size of groups.

Rules Governing Overnight Camping:

- a. Checkout time is 11:00 a.m.; however, this may be extended for up to four hours with permission from the lessee.
- b. Only one Recreational Vehicle, or one trailer, is permitted per campsite along with one non-recreational vehicle. Any combination of Recreational Vehicle/trailer, non-recreational vehicle and tent(s) cannot exceed maximum person occupancy per campsite and must fit within campsite parameters.
- c. Campers are permitted to camp in a non-County managed park for a cumulative total of 180 days in a twelve (12) month period, per County Ordinance.
- d. All dogs must be kept on a leash not to exceed 6 feet in length at all times. Service Dogs are fee exempt.

Special Uses Requiring Extra or Overtime Personnel:

Uses requiring extra personnel shall be charged, in addition to use and reservation fees, an hourly rate for personnel costs (full direct and indirect overhead costs, including equipment consideration and support services shall be included in hourly rate). Said fee shall be established by the lessee at \$25/hour or any part thereof, and prepaid by user when need is predictable, and only after service is rendered when not predictable.

Examples:

- a. Use requiring special management supervision.
- b. Special maintenance requirements other than normal cleanup.
- c. Remaining in park beyond normal closing hours.

Note: Uniformed and licensed security personnel must be furnished for all concerts and special events where alcoholic beverages are sold unless otherwise waived by the Director. Two guards are required per each 100 people. Park permit from lessee, Alcohol and Beverage Control (ABC) permit, GSA Parks alcohol sales permit and proof of insurance from the responsible party must be on file 30 days prior to the event.