



## **CITY OF HOLTVILLE**

### **GUIDELINES FOR USE OF PUBLIC FACILITIES**

The City of Holtville welcomes and encourages community groups and individuals to use parks and recreation facilities. Certain parks and facility space may be reserved for various functions, provided that such use does not conflict with regularly scheduled park and recreation department programs.

Any organization, group or individual desiring reserved use of a park or recreational facility must submit an application to City Hall on forms provided. The City Manager, subject to the availability and the applicant's eligibility will approve reservations. Approval shall be granted only to responsible adults. The applicant is required to be in attendance (during the entire event) at the function for which the application is made.

#### **PRIORITY:**

City government functions and recreation programs shall have priority over other uses of all parks and recreation facilities as follows:

**Group 1:** Organizations or schools holding functions which provide a community service in the area of education, recreation, health or welfare and are free to the participants.

**Group 2:** Organizations or schools holding functions which provide a community service in the area of education, recreation, health or welfare for which participants are charged.

**Group 3:** Residents and private parties.

#### **INELIGIBLE ORGANIZATIONS:**

City facilities may not be used by any group or organization, which has as its objective the overthrow of the United States government by any individual or organization deemed subversive as defined in the State of California code.

Permission for use of the City's facilities is subject to all rules and regulations governing the use of said facility. Permission may be revoked at any time for failure to adhere to prescribed rules. No use shall be permitted if it is determined to be contrary to the interest of the City of Holtville.

All persons, groups or organizations using public facilities must abide by municipal, State and Federal laws.

**ALCOHOL AND TOBACCO USAGE:**

Alcoholic beverages are prohibited on City property. Smoking is prohibited in all public buildings and within 20 feet of all play equipment, playgrounds, bleachers and seating areas where the public gathers to witness sporting, cultural or other events (Ordinance 358).

**RESERVATIONS:**

Reservations for use of facilities may be made up to six (6) months in advance and not less than two (2) weeks prior to usage, provided that the deposit is paid at the time of approval and that all rent, estimated fees and estimated personnel costs are paid two (2) weeks prior to the function. Deposits and all estimated costs must be in the form of cash or a check payable to the City of Holtville. Non-payment will result in cancellation of the reservation.

**DEPOSIT:**

All applicants will be required to make a cleaning/damage deposit. The deposit is refundable by City check, subject to the conditions of the facility or other reasons, and will be sent by mail approximately twenty (20) days after the date of the usage.

**REFUNDS:**

Overpayment of fees is refundable by City check, subject to the conditions of the facilities or other reasons, and will be refunded approximately twenty (20) days after the date of usage. If personnel and use fees exceed estimates, all fees must be paid within thirty (30) days.

**CANCELLATION CLAUSE:**

Any group not giving sufficient notice of cancellation (five (5) days prior to event) shall forfeit deposit fee. The City of Holtville reserves the right to cancel any event or permit if a use is misrepresented or if a use is determined to be inappropriate, a high risk liability exposure or detrimental to the facility and/or surrounding neighborhood.

**FACILITY ATTENDANT:**

A member of the City staff may be on duty, at all times, while facilities are being used unless otherwise determined by the City. The employee shall have full access to all activities at any time in order to ensure that all rules, regulations, City and State laws are being observed.

**INDEMNIFICATION AND INSURANCE REQUIREMENTS:**

Permittees shall indemnify, defend and hold harmless the City, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising out of or in any way

connected with Permittee's use or occupancy of the City athletic fields and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees or agents.

All permittees must provide to the City a Certificate of Insurance, in a form satisfactory to the City, with the following limits: General Liability \$ 1,000,000 (includes bodily injury and property damage).

\* Events with 25 or less individuals are not required to obtain liability insurance, but are required to sign a waiver releasing the City from any and all liability. Please note: insurance is not required for small events held at the Holt and Mack Park picnic/BBQ areas.

The City of Holtville must be named on the Certificate of Insurance as an additional insured. Permittees shall immediately report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the City's park facilities and adjoining property to the City Manager or his/her designee, in writing and as soon as practical.

**PARKING ON GRASS OR FIELDS:**

Without City approval, it is illegal to operate or park any motor vehicle on grass areas or playing fields. Equipment must be carried to and from the field from established parking areas.

**DAMAGE:**

Permittees shall be liable for loss, damage or injury to persons or property resulting from the misuse of the playing fields while their league/team is using City park facilities. Abuse and/or damage of park areas or facilities may result in the immediate revocation of the league or group's permit and/or denial of a future request for a permit. In any event, the league or group will be liable for payment of the cost of repairs or replacement of damaged City property.

**SET UP AND CLEAN UP:**

Renters are responsible for their own set up and clean up; and the rental agreement must include adequate time to accomplish these tasks. Tables and chairs must be wiped clean and put away; floors must be swept or mopped. Renters should bring their own cleaning supplies including mops and broom. Both the inside and outside of the facility must be left clean. A charge per man, per hour, will be deducted from the cleaning/damage deposit for any additional clean up provided by City staff. With the City Manager's approval, City staff may be made available for clean- up of a facility at an additional per man, per hour charge.

**PLASTIC GARBAGE BAGS:**

When using any City owned property, tie and seal all trash in 33 gallon heavy duty trash bags and place neatly in the garbage containers located in the parking lot north of the Civic Center. Any group not adhering to this will have additional clean up charges deducted from their deposit. Refuse bins may be required for special functions.

**MISCELLANEOUS:**

No advertising shall be exhibited, no petitions shall be circulated, no solicitations or sales shall be made in the building or on the grounds without written permission from the City Manager.

**ADDITIONAL REQUIREMENTS:**

**PARK USAGE:**

Parks are available to the public on a first come, first served basis and are open unless otherwise specified from sunrise to sunset. Use of athletic playing fields and the use of a park for a special event require the submission of an application.

**APPLICATION FOR USE OF SPORTS FACILITIES:**

All groups must adhere to the following procedures before they will be assigned a field location(s) for their league, team or event. Groups with permits have priority on field usage.

No later than two (2) weeks prior to the start of the season or scheduled event (i.e., weekend softball tournament), the sponsoring group must submit: (1) proof of non-profit status (if applicable) and; (2) a copy of the group's Liability Insurance Certificate.

**SPORTS LEAGUES:** Must adhere to requirements listed above in addition to those listed below:

- a. Any and all advertising means (flyers, radio, newspaper, television, etc) must include the City name as a cosponsoring entity.
- b. All youth leagues (coaches, board members, umpires, assistant coaches and affiliates) must attend and provide evidence of attendance of a Coach/Parent Education and Training Program. Proof of completion of this program must be on file in the City Manager's office.

**SPORTS FACILITY USAGE:**

The use of ball fields, soccer fields or any other athletic facilities for organized league or recreational sporting activities requires departmental approval. First priority is given to City

programs organized for youth and adults, second priority to recognized youth leagues serving Holtville, third priority to other youth leagues and then all other users.

Please do not assume that if you have organized a youth or adult league that space will be made available for your program. The City has limited sports facilities that are heavily utilized by existing City programs and recognized youth and adult leagues. Non-resident participants will be charged a \$10.00 fee per person for participation in any adult league held in City of Holtville parks.

**PARK LIGHT USAGE:**

Park lights must be requested by application. Fees have been established for lighting and tournament play.

**POOL FACILITY REQUIREMENTS:**

Conditions of Use: One rental only per day  
Fees must be paid in advance  
Approved Facility Use Permit  
Certificate of Insurance

Lifeguards - 2 for groups ≤ 50  
3 for groups of 50 or more

The party renting the pool facility is responsible for securing lifeguards. Lifeguards must have necessary certification on file at City Hall.

**SOUND AMPLIFICATION PROHIBITED:**

Amplification is limited to City and Group 1 sponsored events. Special permits will be issued by the City Manager. Holtville Municipal Code Section 8.24).

**ROAD CLOSURES:**

Road closure requests (including the closure of any public right-of-way) will only be permitted for users in Group I and II, resident groups, organizations or schools holding a function that provides a community service. Group III will not be permitted to close public streets (including the closure of public right-of-ways).

Request forms for the closure of City streets including any public right-of-way are available at City Hall. Staff recommends that requests be made 60 days in advance of the closure. Once a request has been submitted, staff will forward the request to the Police Department, Risk Management, Public Works Department and Caltrans.

**ADDITIONAL STANDARD CONDITIONS:**

1. One section of Holt Park and Tot Lots will remain open to public at all times.
2. Gazebo – No cooking allowed.
3. Jumpers or slides only allowed with insurance certificates and permits.

4. No generators are allowed without prior City Manager approval.
5. City Hall/Civic Center events require prior City Manager approval.
6. Groups with less than 35 people and all private parties will be encouraged to use the Hut.
7. Groups with permits have precedence of facility usage.
8. Sound amplification is limited to City and Group 1 sponsored events. Special permits will be issued by the City Manager.
9. In case of emergency call the Holtville Police Department at (760) 356-2991.
10. All conflicts regarding facility use will be resolved by City Officials.