

PLACER COUNTY PARKS DIVISION PUBLIC RECREATION AREA RESERVATION PROCEDURES AND GENERAL POLICIES

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I. AUTHORITY AND PLACES COVERED

The Reservation Procedures and General Policies have been endorsed by the Placer County Parks Commission and apply to any County owned or managed Public Recreation Areas facilities. Public Recreation Areas are identified in the Placer County Parks Ordinance, and can be viewed in the Placer County Code, Article 12.24 Sections 12.24.10 through 12.24.040.

II. FACILITIES

Placer County Parks feature facilities such as BBQ Pavilions and picnic areas, ball fields, tennis courts, amphitheater, gazebo, etc. Please check our website for a complete list of [Parks facilities](#).

III. PROCESS

A. Reservation Requests

Applications for reserving County Park facilities are available by contacting the Placer County Parks Division at (530) 886-4901 or in person at Facility Services Parks Division, 2855 2nd Street, Auburn CA, 95603. A request to reserve Parks facilities does not constitute approval.

1. Reservation requests for Parks facilities will be taken beginning the first working day of January each year.

Exceptions:

- a. *Stewart Community Hall.*
Reservation requests for dates between January 1 through March 31 will be taken up to six months prior to the event.
 - b. *Foresthill Leroy Botts Memorial Park.*
Reservation requests will be taken beginning October 1 for the following year.
 - c. *Sports Leagues.*
Scheduling ball fields for Granite Bay and Loomis area community parks takes place during the annual League Scheduling meetings held in November/December. Check online for more League Information.
2. A completed Application package requires the following:
 - Signed Reservation Application
 - Signed Hold Harmless and Indemnification Form
 - Payment of Fees
 - Certificate of Insurance and Additional Insurance Endorsement
 - Other requirements are considered pending the scope of the event.
 3. If there are no reservations posted, park facilities are available on a first come-first serve use.

Exceptions:

- a. Auburn Library Garden Theater
- b. Bear River Group Campground
- c. Sports Fields
- d. Stewart Community Hall

B. Ten Working Day Policy

A ten-working-day policy is observed to allow sufficient administrative time to complete the reservation process.

1. Dates falling within 10 working days of the requested date will not be considered.
2. The completed Application must be received no less than 10 working days prior to the first requested event date.
3. Reservation Holds where complete paperwork has not been received within 10 working days will be removed and the request canceled.

C. Reservation Hold

Upon request, the requested reservation date(s) will be placed as a Hold online with the Applicant's last name and/or the name of the User Group. This Hold will remain until the reservation is confirmed or canceled per the aforementioned terms. Reservation Holds are not a confirmed reservation.

D. Compliance

The Applicant's signature on the Reservation Application is an agreement with Placer County that all guests are aware of the rules and will abide by them.

E. Confirmation Use Permit

When the Application is completed and approved by the County, the applicant will be issued a Confirmation Use Permit (Use Permit).

1. A copy of the Use Permit must be available during use of the park facilities and produced upon request.
2. A calendar showing reservations and reservation Holds are displayed online.

IV. FEES AND CANCELATIONS

A. Application Fee

The Application Fee for each reservation is \$5. There will be an additional \$5 fee for every change to the initial reservation. Application Fees are not refundable.

B. Use Fees

Please check our website for a current list of [Use Fees](#) for Park facilities. Two checks or money orders will be required for each reservation to cover the Application Fee, Use Fee and Deposit. Cash or credit cards cannot be accepted for payments.

C. Refunds

To be eligible to receive a refund of Use Fees, written requests to cancel must be received at this office no less than thirty (30) days prior to the date reserved. No refunds of Use Fees will be given after this period. Application Fees are not refundable. There are no refunds for inclement weather.

D. Cleaning/Damage/Security Deposit

A deposit for Cleaning/Damage/Security is required for each reservation. The minimum \$250.00 deposit may vary depending on the scope of the event at the discretion of the Director of Facility Services.

1. Deposit fees are designed to cover additional costs associated with the event. These additional costs may include but not be limited to direct or indirect costs (including staff salaries and overhead) associated with your event. Some

examples are administration, supervision, maintenance, utilities, leftover trash, damage, repairs, and security issues.

2. Any interest accrued from Use Fees or Deposits will be retained by the County.
3. Placer County reserves the right to bill the Applicant to recover expenses that exceeded the initial deposit.
4. Barring above mentioned conditions, deposit will be issued 4-6 weeks post event.

E. Reactivation Fee

If the reservation request is canceled and the Applicant requests to reinstate the application, providing the date is still available and complies with the Ten-Working-Day Policy, there will be a \$10 reactivation fee added to the Application Fee.

F. Right to Cancel

The Parks Division reserves the right to cancel any reservation if unsafe conditions exist. In this instance, every effort will be made to provide an alternate location for your event.

V. INSURANCE

Minimum \$1,000,000 Certificate of Insurance and Additional Insured Endorsement naming "Placer County" as additional insured is required if the following conditions exist:

1. If anticipated attendance is greater than 49 attendees;
2. If alcohol is present;
3. Any activity that would be considered to increase liability including bounce houses, dunk tanks or inflatable playground features;
4. When renting Stewart Community Hall;
5. When renting Bear River Group Campsites;
6. Organized sports groups, teams or leagues using County ball fields.

Please review our website for more details on [insurance requirements](#), or call Placer County Risk Management at 530-886-2600.

VI. GENERAL

A. Alcohol

1. Alcohol may be present however; the Applicant must include liquor liability on their insurance coverage.
2. Alcohol may be sold however; a one-day Alcohol Beverage Control (ABC) liquor license must be obtained from the State of California and attached to the Application.
3. A Host Liquor License must be attached to the Application if the alcohol is being sold by a Licensed Business.
4. At the Auburn Library Garden Theater glass containers are not permitted.

B. Amplified Sound

1. Amplified sound may be authorized in specific instances. Requests for Amplified Sound Permits are available during the Application process and must be approved by the County prior to receiving your Use Permit.
2. Amplified sound shall not be audible at a distance in excess of 100 feet unless an amplified sound permit is first obtained from the County. In any instance, amplified sound shall not be unreasonably loud, raucous, jarring, disturbing or a nuisance to persons or domestic animals.

3. Sound equipment shall be provided solely by the Applicant.

C. Animals

1. Dogs must be on a leash no longer than 6 feet and under control.
2. Pet owners shall clean up after their animal.
3. Dog Shows are not permitted in County parks.
4. Petting Zoos are not permitted in County parks.
5. At the Bear River Campground, no more than two dogs are permitted per camp site.

Exceptions:

- a. Dogs are not allowed at Traylor Ranch Nature Reserve and Bird Sanctuary (Assistance Dogs are permitted).

D. Electricity

Electricity is available at some park facilities. Requests for electricity use are available during the Application process.

E. Hours

Park facilities are open to the public between one-half hour before sunrise to one-half hour after sunset.

Exceptions:

- a. Auburn Library Garden Theater closes at Sunset
- b. Foresthill Leroy Botts Memorial Park: 6:00 AM – 10:00 PM daily
- c. Stewart Community Hall: 7:00 AM – 11:00 PM
- d. Franklin School Community Park.

Located on school property, is only available to the public after school hours from one-half hour after school is out of session until one half hour after sunset. Please refer to the [Loomis Union School District](#) website.

F. Rules

1. If County Parks' crew needs to perform unscheduled maintenance work, you may be asked to temporarily leave the facility.
2. A copy of the Use Permit must be on site at all times during use of facilities and produced upon request.
3. Selling food or other items is not allowed without advance written request and County written approval.
4. No subleasing of facilities is allowed.
5. It is the responsibility of Applicant to enforce the Park Rules regarding the conduct of their group while on permitted facilities.
6. Applicant is responsible for picking up trash and depositing debris into the proper trash bins at the conclusion of the event.
7. Mechanical rides or amusement devices are not allowed.
8. No group or individual is permitted to alter the facility in any way without advanced written request and approval from the County.
9. Volunteer work is encouraged. Volunteers must complete and submit Volunteer Forms, obtained from the County for approval prior to beginning volunteer work. [Volunteer Forms](#) can be found on our website.

G. Vehicles

1. It is the User Group's responsibility to alleviate traffic and parking issues.

2. Vehicles are prohibited outside of designated roadways or parking areas. Parking, driving or stopping any vehicle on turf areas is prohibited at all times unless approved by the County Parks Division.
3. User Groups should post directional signs, if needed, to guide participants and spectators to appropriate parking areas.
4. If traffic or parking is determined to be an issue, the User Group may be required to provide volunteers to direct participants and spectators to designated parking areas. Other requirements for traffic control may also be implemented.
5. Parking is limited and must be carefully planned for large events. Parking Fees may not be charged. Illegally parked vehicles will be ticketed or towed.
6. The California Vehicle Code regulations apply to all Public Recreation Areas.

VII. LARGE EVENTS

A. Special Event Permit Application (SEPA)

A SEPA may be required for events of over 200 people and/or groups wishing to provide additional recreational opportunities for their guests (such as booths, dunk tank, stages, selling alcoholic beverages, etc.).

The completed SEPA is DUE 45 DAYS PRIOR to the date of the event. If you are planning a large event, please plan accordingly.

The SEPA will include but is not limited to:

- Date of the event;
- Size of the group;
- Map showing the proposed location of booths and activities;
- List of the types of booths and activities.

Utilizing this information, the County may then determine the appropriateness of booth and activity locations, liability insurance and the amount of Deposit required.

B. Dumpsters

Park dumpsters and containers are intended for daily park use. Dumpsters will be required for large event-generated refuse. Applicant shall contact the local disposal service company to make these arrangements.

C. Portable Restrooms

Portable restrooms for groups exceeding 150 people may be required at a rate of one per 100 people.

D. Security

Security for all uses is the responsibility of the Applicant. For large events, the County Parks Division may require uniformed security personnel to provide security and to handle parking and crowd control.

E. Signs

Signs for forthcoming events must be approved in advance by the County.

F. Special Considerations

Please be advised reservation requests outside the Procedures and Use Policies will require the 45 days for processing.

* * * END OF RESERVATION PROCEDURES AND GENERAL POLICIES * * *

The following Exhibits shall apply as Addendum to the Parks Commission endorsed Reservation Procedures and General Policies, when utilizing sports fields, Auburn Library Garden Theater, Stewart Community Hall, Bear River Park or Ronald L. Feist Tennis Courts.

EXHIBITS

- A. Sports Fields
- B. Auburn Library Garden Theater
- C. Stewart Community Hall
- D. Bear River Park
- E. Ronald L. Feist Tennis Courts

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EXHIBIT A

POLICIES FOR SPORTS FIELDS

There has been a tremendous growth in youth sports with both new and emerging sports league organizations. Due to increased demand for the use of County athletic fields, the Placer County Parks Division finds it necessary to emphasize sharing in the use of all fields. In addition to Park Facility Reservation Procedures and Use Policies, the following pertains specifically to reservations for sports fields:

USER GROUPS/LEAGUES

User Groups are defined as a league, organized group of players, school or a team (User Group). User Groups typically use County field facilities for purposes including sport tryout, practice, competition, tournaments, pictures or similar events.

A League shall be defined as an association of sports clubs or teams that compete with each other.

LEAGUE SCHEDULING MEETINGS

1. Field allocation for Leagues within the Granite Bay and Loomis Basin areas are determined prior to the first of the year at annual League Scheduling Meetings.
2. Reservation requests for field use from Non-League User Groups, individual teams or the General Public will be taken beginning the first working day of January each year.

USE PERMIT REQUIRED

Field Use Confirmation Permits (Use Permit) are required for any use of County sports field. User Groups must complete a Reservation Application for County review and approval in order to obtain a Use Permit. A copy of the Use Permit must be on site at all times during use of the sports fields and produced upon request. User Groups found using County sports fields without a valid Use Permit will be required to leave the field. Tournaments and special events require a separate application to secure a Use Permit for the event. Examples are Opening Day Pictures, Championships, and Volunteer Work Days.

PROCESS FOR RESERVING SPORTS FIELDS

The Park Facility Reservation Procedures and Use Policies contain complete instructions for all Reservations. The following are specific to sports field reservation requests:

1. A completed application and payment must be submitted to the County a minimum of 10 working days prior to the requested use date(s). Large events such as end-of-season celebrations will require a completed application be submitted at least a minimum of 45 working days prior to the requested use date. Please contact the Parks Division for details.
2. Submission of an application or requesting field time does not constitute approval.
3. Payment is due in full prior to a Use Permit being issued.
4. Proof of current insurance as required by the County must be submitted and approved prior to a Use Permit being issued.
5. User Groups requesting multiple reservations shall print out the calendar from the County Parks website and mark the following on each monthly page:
 - Field choice;
 - Requested days of the week;
 - Requested hours including AM/PM designation;

- List the total hours requested and contact information on each calendar page.
6. Placer County has exclusive discretion in decisions regarding scheduling of sports fields. Such decisions are considered final.
 7. No subleasing of fields is allowed.
 8. Requests for additional use, programs or facilities not covered by the Use Permit shall be submitted in writing to the County.

Additional processes are in place for reserving sports fields; contact the Parks Division for details.

SPORTS FIELD PRIORITY ALLOCATION POLICY

Allocation of field use is determined on a priority basis. Allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

PRIORITY GROUP CLASSIFICATIONS

- A. Local non-profit sports leagues in good standing (See Sports League Scheduling Requirements for further detail) scheduling for the sport season.
- B. Schools
- C. "CPL," "Select" and "Competition" sports leagues that do not provide an "everyone plays" philosophy.
- D. General Public
- E. Commercial

SPORT SEASON PRIORITY

Sports seasons shall have priority use over select/shoulder seasons. Field permits are issued to priority groups 1, 2 and 3 as identified below under priority group classifications. Priority use of fields will be allocated as follows:

SPORTS SEASONS

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Baseball / Softball					Soccer					
Rugby								Football			
	Lacrosse										

Reservation requests for shoulder season play will be reviewed after allocations are granted for sports seasons.

SHOULDER SEASONS

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Soccer						Baseball					
						Softball					
										Rugby	
Lacrosse											Lacrosse

The County will set aside additional time during the year for field renovation. Fields are not to be used during these times.

Granite Bay Residency

A higher field selection priority will be assigned to those leagues that have a higher percentage of Granite Bay residents. Verification of residency will be established by providing such documentation required by the County. Fields will be allocated to organizations/teams based on the percentage of verifiable total Granite Bay resident participants in relation to all teams in that priority group. Priority allocations based on residency shall be assigned pursuant to the following formulas:

Youth Group 1

Non-Profit youth organizations with at least 90% residents and/or minimum of 200 Granite Bay resident participants. Conduct open registration regardless of skill level. Maintain a national affiliation. Operate through volunteer coaches and administrators. Provide an "everyone plays" philosophy.

Youth Group 2

Non-Profit youth organizations with less than 90% Granite Bay residency and less than 200 Granite Bay resident participants. Conduct open registration regardless of skill level. Maintain a national affiliation. Operate through volunteer coaches and administrators. Provide an "everyone plays" philosophy.

Youth / Adult Group 3

General youth and adult users, For-Profit organizations, tournaments, clinics and/or camps with individual or team participation fees. CPL, "Select" and "Competition" sports leagues that do not provide an "everyone plays" philosophy

*Youth status is defined as persons 19 years of age or under.

Minimum Team Sizes

- Baseball: 12 players (regulation)
- Football: 14 players (regulation)
- Lacrosse: 14 players (regulation)
- Rugby: 15 players (regulation)
- Soccer: 14 players (regulation)
- Softball: 12 players (regulation)

The total number of organization participants that are Granite Bay residents will be divided by the minimum roster size for each sport to determine the total number of teams in each organization.

EXAMPLE:

Baseball League in Group 1 has 756 Granite Bay residents
756 divided by 12 players per team equals 63 teams

Lacrosse League in Group 1 has 200 Granite Bay residents
200 divided by 14 players per team equals 14 teams

63 Baseball teams plus 14 Lacrosse teams equals 77 total teams

63 Baseball teams divided by 77 total teams equals 81.81% allocation for Group 1

14 Lacrosse teams divided by 77 total teams equals 18.18% allocation for Group 1

GOOD STANDING

User Groups that abide by all Placer County Policies and Procedures governing sports field use are considered to be in good standing. Sports fields are limited; therefore leagues are expected to make reservations only for times they actually intend to use the fields. Leagues, teams and organizations shall be required to provide schedules to show all of the allocated fields are being utilized. Leagues that have reserved field time and do not utilize it shall not be considered in good standing. Failure of a team to abide by rules and policies will result in loss of prioritization for that team for the following season. User Groups not in good standing shall be assigned the lowest field allocation priority for reserving sports fields for the following season. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season or reserved period of use, the field(s) will be reassigned. Please notify the Parks Secretary to report reserved fields not in use. Prior to field re-assignment, Leagues, teams and organizations will be notified by County staff when the County has been determined a field(s) is not being used as reserved. Fees will be forfeited and no refunds of use fees will be granted. The 10-business timeframe policy shall be waived for Leagues with existing season reservations that request to reserve fields that have been re-assigned for not being utilized.

All Leagues requesting to use Placer County sports fields shall annually provide league and player information as required by the County. This information will be utilized to assist in prioritizing allocation of fields. League and player information requested will include:

1. Player residency information, including but not limited to, player names, street name and zip code, total number of players in your league, and total number of league players that are Granite Bay residents.
2. A valid roster for every team in the league (this can be last year's roster).
3. A list of schools which the players attend.
4. Current documentation from the California Secretary of State confirming your league's nonprofit status is valid.
5. Whether or not your league provides an "everyone plays" philosophy, such as open registration regardless of skill level.

Based upon the information received the County may request additional information or details about the league. Please contact the Parks Division to obtain the template and format used to submit this information.

SPORTS FIELD USE RULES

1. Do not throw or hit balls against chain link fences or backstops. User Groups will be held responsible for any damage.
2. Balls and other equipment thrown, batted, kicked, or otherwise landing on private property must not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property will be considered trespassing.
3. Access and parking to use the sports fields is allowed only in designated areas.
4. It is the responsibility of the User Group's President and the individual in charge of scheduling to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
5. Portable goals and/or markers are allowed but must be removed daily.
6. Each User Group is responsible for picking up trash and debris, including but not limited to sunflower seeds and candy wrappers.

TURF PRESERVATION: GRASS AND SYNTHETIC TURF FIELDS

Cooperation is needed to preserve the turf on sports fields by adhering to the following guidelines:

Grass Fields

1. The County may close grass fields during certain times of the year to rehabilitate the turf.
2. Rotate use of turf areas. Field use should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area.
3. Do not use fields during or after a heavy rain, or when wet or muddy conditions exist (please see Inclement Weather section below).
4. User Groups must receive advanced written approval of the County Park Superintendent to line sports fields. Burning lines on County fields is prohibited.
5. The Parks Division has the right to restrict temporary striping due to congestion of field use.
6. Remove all equipment at the conclusion of each day.
7. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.

Synthetic Turf Fields

The following are not allowed on any synthetic turf fields:

1. No dogs
2. No alcohol
3. No fireworks
4. No tobacco or tobacco products
5. No sunflower seeds
6. No gum
7. No generators
8. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas

No additional or temporary striping of synthetic turf fields is permitted, with the exception of Squaw Valley Park. At this park there is only one field sport (soccer) permanently striped and there is a lack of alternative sports fields in the area. Because the field is large enough to accommodate multi-use sports fields, the County may allow temporary striping. Leagues shall submit written requests for permission to temporarily stripe the field in advance and the League must obtain written approval of the request by the County prior to striping.

INCLEMENT WEATHER

The County Parks Division will close a field when field conditions could result in injury to players or cause damage to the fields due to inclement weather.

1. Fields shall not be used when posted closed.
2. If a field is damaged due to being used when it's closed, the User Group will be required to pay for all costs associated to re-sod the turf as solely determined by the County.
3. User Groups in violation of this policy will not be permitted to use Placer County sports fields until retribution is made.
4. There are no refunds for field closures due to inclement weather.

FIELD MODIFICATIONS

Requests to modify or construct an improvement on a County sports field must to be submitted in writing to the County for review and approval. No permanent structures or

equipment shall be erected on County fields or facilities without advance written request and approval by the County. Consideration for same must be dedicated to the County for community use. A request to modify or improve a site does not constitute approval. Approval will be provided in the form of a written Agreement outlining the scope of the approved modifications or improvements. Any violation of this policy may result in the removal of the modification or new facility.

BANNERS, SIGNAGE AND ADVERTISING

User Groups must obtain advanced approval of the County to mount any banners, signage or advertising. If approved, the banners, signage, or advertising may only be mounted during the course of the event (such as a tournament) or season. It is the sole responsibility of the User Group to put up and take down all signage or banners. County staff may require banners to be removed if torn, in bad condition, disrupt irrigation pattern and/or if they are unsightly. Damage to public property caused by banner or signage installation, display or removal is the sole responsibility of the User Group. The County reserves the right to make additional stipulations (not mentioned in this sign/banner policy) for the betterment of the County.

SPECIAL POLICIES FOR INDIVIDUAL PARKS

Squaw Valley Park Soccer Field

Despite reserved time slots, all participants have agreed to share the Squaw Valley Park Soccer Field, as much as possible with anyone wishing to play. The only exception is if there is a league-refereed game in progress. Do not hesitate to ask those using the field if they will share.

Because Squaw Valley Park is extremely popular, it is necessary to prioritize applicants for field usage. The following is an overview of priority considerations for conflicting requests for field use:

1. Local (Recreation Area 2: Squaw Valley and Tahoe County) Placer County established league groups;
2. Squaw Valley local community members with one-time use requests;
3. Local public agencies involved in sponsoring recreation for locals (e.g., TCPUD);
4. Local public schools (North Tahoe elementary, middle, and high schools);
5. Other regional (eastern Placer County) non-profits;
6. Outer (western Placer County) non-profit groups;
7. Nearby non-profit groups (Truckee);
8. For-profit local schools (e.g., Squaw Valley Academy);
9. Non-local non-profit groups (Non-County groups visiting the area);
10. For-profit schools or groups supporting adult and youth recreation;
11. Private, not public, individuals and groups.

Douglas Ranch Park

Soccer, or other sports activities as approved by the County, may be played on the soccer field. Baseball or softball is prohibited.

* * * END OF EXHIBIT A - SPORTS FIELDS * * *

EXHIBIT B

AUBURN LIBRARY GARDEN THEATER

In addition to Park Facility Reservation Procedures and Use Policies the following pertains specifically to the Auburn Library Garden Theater:

Audience Size

Audience size may not exceed 500 people. Verification of rental of extra portable restrooms shall be attached to the reservation application.

Seating Arrangements

Seating arrangements may include lawn chairs, blankets, and cushions. The premises may not be altered.

Access to Electrical Panel

Access to the electrical panel will be provided in the Use Permit.

Backstage Parking

Vehicle access is permitted with County approval. Backstage parking is limited to one (1) vehicle. Driveway use is limited to light-duty trucks (one-ton maximum). Vehicles are prohibited outside of designated roadways or parking areas. Parking, driving or stopping any vehicle on turf areas is prohibited at all times.

Parking Fees

Parking fees may not be charged. Parking is limited on weekdays. For evening and weekend events, there are 50 parking spaces, plus nearby lots.

Beecher Room (at Library)

If, in addition to the Garden Theater, you would like to add the Auburn Library Community Room (Beecher Room), contact the Library at (530) 886-4500 for availability and to make a reservation.

THE LIBRARY GARDEN THEATER CLOSSES AT SUNSET

* * * END OF EXHIBIT B AUBURN LIBRARY GARDEN THEATER * * *

EXHIBIT C

STEWART COMMUNITY HALL

In addition to Park Facility Reservation Procedures and Use Policies the following pertains specifically to the Stewart Community Hall.

Daily Use

The dates requested for the reservation shall cover each day Applicant wishes to have access for setting up or for cleaning. For example, if the applicant wishes to set up one day prior to the event they will pay for the day prior and the day of the event. If the applicant wishes to postpone cleaning the Hall until the day after the event they will pay for the day of and the day after the event.

Applicant shall not enter the Stewart Community Hall on any day except the date(s) for which he/she has a confirmed reservation.

Amplified Sound

Amplified sound (if permitted) shall end no later than 10:30 PM.

Decorations

Decorations may be affixed to the walls with masking tape; however, they are not to be stapled or nailed to the walls.

No Smoking

The No Smoking Ordinance shall apply to Stewart Hall. A copy of this Ordinance is posted inside the hall.

Rules

1. You must be at least 21 years old to make a reservation at Stewart Hall.
2. A key to the Hall will be issued after the completed Application has been approved, Confirmation Use Permit received, and the walk through with our County Representative has occurred.
3. The key shall be returned after all cleaning is complete and another walk through with our County Representative, within 24 hours after the event or before the next event if less than 24 hours.
4. Doors/Exits shall not be blocked at any time. In compliance with Ordinance 3630 the Hall doors are to remain closed during the event to help keep noise at an acceptable level.

Hall Cleaning

For same day reservations, cleaning the Hall shall take place directly following the event. Please allow sufficient time to complete the task by 11:00 PM. Please follow the guidelines below when cleaning the Hall:

1. All floors must be left clean. Change mop water frequently and rinse mops often or the floors will streak.
2. All restrooms must be left clean and in an orderly manner.
3. All tables and chairs shall be returned to original location.
4. All decorations are to be removed, including removal of tape
5. Trashcan liners must be kept in trashcans at all times and all garbage must be put in the dumpster at the side of the hall.

6. If the kitchen area is used, it shall be left clean and all utensils shall be washed and put away.
7. Inventory equipment before and after use.

Exiting the Hall

When leaving the building, users shall be sure:

1. All doors and windows are secured
2. All lights are turned off
3. The thermostat is turned off
4. Coolers are turned off

THE PREMISES MUST BE VACATED BY 11:00 PM

* * * END OF EXHIBIT C STEWART COMMUNITY HALL * * *

EXHIBIT D

BEAR RIVER PARK

In addition to Park Facility Reservation Procedures and Use Policies the following pertains specifically to the Bear River Park. Bear River Park consists of a Day-Use area, 23 family campsites & 2 group campsites.

Location, Camping Season and Hours of Operation

Bear River Park is located at 2500 Campground Road, Colfax CA 95713. Camping season at Bear River park is April 1st through October 31st. The Day-Use area hours are ½ hour before sunrise to ½ hour after sunset. There is no charge for parking in the Day-Use area.

GENERAL INFORMATION

No Water

No water is available at Bear River Park, please be sure to bring your own water.

Please Don't Litter

Thank you for keeping our park clean for everyone to enjoy. Deposit trash in the receptacles provided.

Swim At Your Own Risk

Never swim alone. **No lifeguards are on duty.** A responsible adult must supervise children swimming. Please use caution during periods of high water, portions of the river may flow rapidly.

Fishing is Allowed

All Fish and Game regulations apply.

Motor Vehicles

Motor vehicles are limited to the maintained roads and parking lots only. Off-road vehicle activity is prohibited anywhere in the park. The State of California Vehicle Code shall be enforced within the park.

Wildlife and Plants

Wildlife and plants including fallen trees are protected within the park and shall be left Undisturbed. Please do not collect wood for fires or damage plant growth by cutting, picking, or trampling.

Projectiles Prohibited

Firearms, BB, pellet and paintball guns, bows and arrows, sling shots, and other weapons or projectiles are not permitted in the park.

Gold Panning

Gold panning is permitted. It is unlawful to operate motorized mining equipment in any County Park.

Campsite Amenities

Most sites have upright B-B-Q grills and ground fire pits. There is a picnic table at every site. Vault restrooms are available. There are two community ground fire pits in the group camping area.

Fires

Fires are allowed ONLY in established B-B-Q grills and ground fire pits. Bring your own firewood. Burning wood pallets and trash is prohibited. Fires are subject to the California Department of Forestry restrictions. If a burn ban is in place you will not be able to use the BBQ grills or ground fire pits. Please contact the County Parks Division for more information.

Quiet Hours

Quiet hours are strictly enforced between 10:00 PM and 7:00 AM. Amplified music is never allowed.

Check-In Check-Out Times

- Check In: after 2:00 PM (day of the first date on Use Permit)
- Check Out: by 12:00 PM (day following the last date on Use Permit)

Maximum Stay

Maximum Stay at any County operated campground shall be a maximum of seven (7) consecutive days and a maximum of fourteen (14) days in any one calendar year.

Recreational Vehicles and Tents

RVs and tents are allowed at Bear River Park, however there is no guarantee spaces are large enough to accommodate RVs. No hook-ups are available, and motor homes and travel trailers over 30' are not recommended due to narrow and steep road conditions.

FAMILY CAMPSITES

Family campsites are available on first come, first served basis*. No reservations are accepted. Most campsites are on the river and some are on a tributary creek that feeds into the river. Camping is permitted only in designated areas.

- * **Please note:** Popular holidays such as Memorial Day, 4th of July and Labor Day usually fill up 3 or 4 days before the actual date.

Family Campsite Fees

- \$10.00 per night per family campsite. This includes up to 8 people including children and one vehicle.
- \$2.00 per night for the second vehicle – maximum two vehicles.
- \$1.00 per night for each dog – maximum two dogs.

It is unlawful to occupy a campsite without having paid the required camping fee. The County shall have the authority to evict or issue a citation to anyone occupying a campsite and has not paid the required fee.

Family Campsite Maximum Occupancy

Maximum per family campsite:

- 8 people
- 2 vehicles
- 2 dogs

GROUP CAMPSITES

Reservation Requests

Reservations are required for using the Group Campsites at the Bear River Park. Reservation requests are taken by the Placer County Parks Division, which can be contacted by telephone at (530) 886-4901.

Reservation requests for the Group Campsites will be accepted by telephone only between the hours of 8:00 AM – 12:00 PM and 1:00 PM – 3:00 PM on the first business day after January 1st. If the phone is busy, please keep trying until you make a connection. Walk-In reservations are not allowed the first week in January. Due to popularity of the Bear River Campgrounds, we suggest you consider alternate dates. Reserved dates will be updated as they occur on our [online calendar](#).

Group Campsite Fees

- \$75 per day for the entire group campground site
- \$40 per day for half of the group campground site
- \$1.00 per night for each dog – maximum four dogs

In addition to the fees above, an Application & Deposit fee apply.

Group Campsite Maximum Capacity

Whole site: 100 people and 18 vehicles, 4 dogs

Half site: up to 50 people 18 vehicles, 4 dogs

Group Campsite Insurance Requirements

A \$1,000,000 Liability Insurance Policy naming Placer County as Additionally Insured and Insurance Endorsement are required.

Please be advised your reservation will not be confirmed until a completed application, payment, evidence of acceptable insurance coverage and any other related documents have been submitted and approved by the County.

Group Campsite Gate Access

The gate to the group campsite must be kept closed and locked at all times. Contact the Parks Division prior to your reservation to obtain the combination to the gate. If you have a large group arriving at different times you may wish to give the combination to your group, and remind them to keep the gate closed and locked. Direct or indirect costs incurred to replace the lock will be taken out of the deposit.

Refund of Deposit

The group campground will be inspected after your stay. If it is determined the campsite was left clean and undamaged and there were no incidents, your deposit will be returned within four to six weeks.

* * * END OF EXHIBIT D BEAR RIVER PARK * * *

EXHIBIT E

RONALD L. FEIST TENNIS COURTS

In addition to Park Facility Reservation Procedures and Use Policies the following pertains specifically to the Ronald L. Feist Tennis Courts. This facility consists of six tennis courts.

Court Availability

Tennis courts may be reserved for tournaments or special events. Please check our [online calendar](#) for court availability. An event is any planned activity that is not in the normal course of tennis play. An example is if flyers are passed out or advertising is done to promote the "event."

- Courts 1-4 may be reserved.
- Courts 5 & 6 may not be reserved. They shall be kept open for drop-in play by the general public.
- ALL COURTS may only be reserved for tennis matches, tournaments, or special events.

If the tennis courts are not reserved, the courts are available to the general public on a first come – first served basis.

Granite Bay High School

Per Agreement, the Granite Bay High School ("GBHS") has first right of refusal for reserving the tennis courts for team practices, matches and for physical education classes. GBHS may use all six courts at a time; however, if you arrive to play and find the GBHS team practicing, please feel free to ask the tennis coach if they can make a court available for your use. The GBHS has offered to do so any time they can.

Rules

- Only tennis may be played on these tennis courts. Any other recreational activity requires advance written approval of Placer County.
- No skateboarding, in-line skating or bicycles are permitted. Violators will be cited.
- Non-marking tennis shoes only.
- Plastic bottles only. No glass is permitted in the tennis court area.
- When players are waiting, play is limited to 1 hour for singles and 1 ½ hours for doubles.
- Persons may not instruct for pay on these courts unless permission has been granted in writing by Placer County.

Maintenance

The tennis courts are maintained by volunteers and may be closed at any time for cleaning. Please wait until the courts are dry to begin playing. Thank you for your patience and cooperation.

Charging for Lessons

Charging for tennis lessons is not permitted. There shall be no charging of fees for tennis lessons given on Ronald L. Feist Park Tennis Courts.

Insurance

Insurance is required for tournaments, special events, or for reservations made by a school. Please contact the Parks Division for more information.

Court Issues

If you encounter any problems at the tennis courts, please contact the County Parks Division from Monday through Friday at (530) 886-4901. To contact a Parks employee on the weekend, check the bulletin board for the telephone number to call.

* * * END OF EXHIBIT E RONALD L. FEIST TENNIS COURTS * * *