

Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*
Website: www.gvrd.org

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Agenda

Directors: Bowen and Briseño

Wednesday, January 25, 2023

9:30 a.m.

**Administrative Office – Board Room
401 Amador Street**

This committee shall study and recommend the compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment

Members of the public may speak on any item within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy 3070-Use of Parks and Facilities

3. RR 3070-Use of Parks and Facilities

4. Policy 3072-Temporary Shelters and Homeless Encampments

5. RR 3072-Temporary Shelters and Homeless Persons

6. Debris Removal Form

7. Proposed Policy 3073-Cunningham Aquatic Complex Procedures and Expectations

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8. Review Policy Update Format
9. Policy 3075-Use of Community Centers
10. Proposed Policy 3074-Fee Waiver
11. Update on Proposed Dress Code for Board of Directors
12. Discussion on Board of Directors Sanctions

Next Meeting: February 27, 2023

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Use of Parks and Facilities
POLICY NUMBER: 3070

It is the general policy of the Greater Vallejo Recreation District that the present facilities, and any other facilities obtained at a later date under the District's jurisdiction are intended primarily for recreation use by the general public in conjunction with the District's recreation programs.

Facilities are defined as any or all body of water, grounds, building, structure, equipment, machinery, or other appurtenance owned, managed, controlled, or operated by the District. The purpose of these facilities is to:

- Provide and encourage recreation for the people of the District;
- Make available to the general public, by reservation, use of facilities for group recreation activities;
- Foster widespread group participation in recreational activities by encouraging maximum use of facilities.

All recreation facilities under the jurisdiction of the Greater Vallejo Recreation District will be available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, religion, sex, sexual orientation, physical handicap, or age. Any activity in which the District's facilities are utilized will be conducted according to law, and will conform to the oral and written standards of the district. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of District facilities. The Board of Directors will consider requests for a waiver of fees from non-profit groups and organizations that do not involve fund-raising activities on a case by case basis.

The District shall not be held responsible for accidents, injury or loss of individual property at District facilities. Individual or groups using the facility shall be held responsible for payment of any damage or loss of District property.

Written permits may be required for groups using certain District facilities. Permits completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the permit.

The General Manager may add all reasonable and necessary rules and regulations to enforce these policies.

Refer to Policy 3075, Use of Community Centers, for policies, rules and regulations specific to these facilities.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 3070 Use of Parks and Facilities
Rule and Regulation: RR3070

In order that residents of the Greater Vallejo Recreation District may receive maximum benefit from District facilities and programs, the Board of Directors of the Greater Vallejo Recreation District has established the following conditions of use, the violation of which is a misdemeanor, punishable by fine or by imprisonment in the County jail, or both, as set forth in Public Resources Code 5786.17(b) and other applicable laws.

The following rules and regulations originally adopted by the Board of Directors on September 14, 1966, in the form of District Resolution No. 66-5 reflect additions and changes that were reviewed, revised or amended by succeeding Board of Directors.

Facility Use Permits

- Facility use permits are used to reserve park picnic sites. Reservations may be made eleven (11) months in advance of the event but no later than 24 hours from event.
- Parking fees are charge from, the first weekend in April through the second weekend in October for sites at Dan Foley, Blue Rock Springs, Crest Ranch, Richardson, Highlands, and Hanns Parks
- Facility use permits must be signed by an adult (21 years or older).
- Each adult obtaining a facility use permit must read the governing policies before signing the permit.
- The person to whom the facility use permit is issued must remain on the premises until everyone in their group has left.
- Any group comprised of 50 or more individuals shall obtain a facility use permit prior to the use of any District facility.
- Parks having reserved picnic areas are open to the public for picnicking when not reserved. The remainder of the parks in the District are available for appropriate use on a first come, first served basis.
- Groups using a picnic site reserved by a facility use permit, but who do not possess such permit, shall vacate the area when there are signs indicating the area is reserved or the holder of the permit present themselves.

Special Event Permits

A special event is defined as any event open to the public, such as, but not limited to, health fairs, community picnics, church festivals, and cultural events.

- A "Special Event Permit Application" must be completed and approved by the General Manager.

- Special event applications may be turned in eleven (11) months in advance of the event, but no later than three (3) weeks before the event.
- Special events require insurance coverage in the amount of \$1,000,000 per occurrence naming the District as additional insured to be on file at the main office prior to the event.
- Special events may require approved security, portable bathrooms and garbage service at the applicant's expense.

Filming Permits

- A Filming Permit Application" must be completed and approved by the General Manager for commercial filming operations to film in all District parks and roads.
- Filming permits require insurance coverage in the amount of \$1,000,000 per occurrence naming the District as additional insured to be on file at the main office prior to the event.
- The applicant is responsible for paying for uniformed traffic control officers needed during the filming.
- The permit does not give the applicant exclusive rights to use the park or road.

General Rules

- Groups must enter and leave at the time specified on the permit.
- Groups shall leave the facility in a clean and orderly condition.
- Groups are requested to observe and help enforce the common rules of the District: clean speech, respect for personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facilities or residents of the immediate neighborhood.
- Activities sponsored or co-sponsored by the District have priority over groups or individuals in the scheduling of District facilities.
- Amplified music, public address systems, generators, or compressors shall not be allowed at any park facility without first obtaining a sound permit approved by the Vallejo Police Department and the General Manager.
- No person, group, or organization shall use a District facility for a purpose other than intended. Petitions of any kind will not be permitted at District facilities.

Hours of Use

No person shall enter, loiter or remain in or on any District park at any time between the hours of sunset and 6 a.m. except as may be otherwise posted at the entrance to the facility, arranged according to permit at centers or with permission of the General Manager or his/her designee.

Care of Public Property

No person shall mark, disfigure, tamper with, or attach to any District property or appurtenances, table, bench, railing, fencing, paving or public utilities boxes, poles or lines any signs, notice, placards monuments, stakes, posts or other markers.

Restrooms, Dressings Rooms, and Washrooms

No person shall deface, remove or destroy any fixture on any restroom within the District. Further, no person shall loiter or sleep in or about such facility or use the facility for purposes other than those intended. No person shall use restrooms or washrooms designated for the opposite sex, except children age 6 and under or those who are disabled when accompanied by an adult.

Care of Trees, Shrubbery, Lawns

No person shall misuse, damage, cut, carve, transplant or remove any tree, plant, wood, turf, or ground cover, or pick the flowers or seeds of any tree or plant, or attach any rope, wire, or other object to any tree or plant, without permission of the General Manager or his/her designee.

Climbing Trees or Other Objects

No person shall climb any tree, or walk, stand or sit upon monuments, vases, fountains, railing, fences, or upon any other property not designated or customarily used for such purposes.

Care of Wild Animals and Birds

No person shall hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw objects at any animal, reptile or bird. Or remove or have in his possession the young of any wild animal, or the eggs or nest or young of any reptile or bird. The District prohibits the feeding of any animals, including wild or feral cats at any District facility.

Fishing

No person shall take or collect fish or any other marine life except in areas and at times designated. (A fishing license is required at Lake Chabot.)

Possession of Firearms and Other Weapons

No person, other than law enforcement officers in the discharge of their duties, shall use, carry or possess firearms on District property. No person shall cause a bullet or other projectile to pass through or enter into District property. The General Manager may permit the use and discharge of air rifles in designated parks for youth activities sponsored by recognized youth organizations, e.g., Boy Scouts. A facility use permit must be approved by the General Manager prior to the activity.

No person shall use carry or possess explosives or dangerous weapons on District property, including but not limited to hatchets, axes, machetes, bow, crossbows, spears, air or gas weapons, or any other weapon potentially dangerous to human or wildlife safety.

Refuse, Trash and Litter

No person shall dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, cigarette butts or other tobacco related products, waste, garbage, or refuse or other trash except in the receptacles provided by the District. No person shall drop or deposit dirt, rocks, branches, household garbage, hazardous materials, litter, lawn cuttings or any other green waste on District property.

Advertising and Selling

No person shall distribute, circulate, give away, throw or deposit in or on any District facility any handbills, circulars, pamphlets, papers, or advertisements. Or post or affix the same to any tree, fence, or structure in any District facility without first obtaining **written** permission of the General Manager. No person shall carry on or conduct any trade, occupation business or profession, or sell tickets on District property without first obtaining written permission of the General Manager.

Automobiles and Other Conveyances

No person shall operate or drive an automobile, bicycle, motorcycle, truck, trailer, wagon, motor scooter, or other conveyances anywhere other than roads or paths designated for that purpose except with permission of the General Manager or his/her designee. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or trail or path reserved for pedestrian use.

Automobiles, bicycles, skateboards, roller skates, roller blades, motorcycles, trucks, trailers, wagons, motor scooters or other conveyances shall at all times be operated with reasonable regard to the safety of others. In no event, shall the maximum speed of any such conveyance exceed the posted speed limit.

All such conveyances when left unattended shall be parked in an area and manner designated. No such conveyance shall be left unattended in any place or position where other persons may trip over or be injured by them.

Loitering and Boisterousness

No person shall engage in boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior resulting in a breach of the public peace and/or enjoyment of the facility. No person shall be allowed to operate a vehicle radio or boom box tuned so that the sound does not carry more than ten (10) feet from the speaker.

Pets and Other Animals

Except in the District's dog park, all pets shall be restrained at all times on a leash and in possession of some human in complete control of such pets. All animal waste must be picked up and discarded.

No person shall bring onto or permit any dangerous animal to enter or remain on District property. For purposes of this subsection, a dangerous animal is defined as any animal which is declared a dangerous animal by a county or city, is unusually aggressive, is an exotic animal, or is known to be dangerous by the owner.

No person shall abandon, leave or deposit dogs, cats, fowl, fish or other animals, whether dead or alive, within the boundaries of land or water owned, managed, controlled or operated by the District.

No dogs are allowed in Blue Rock Springs Park, in buildings, or any athletic fields or courts except for assist dogs for the disabled.

Kindling of Fires

No person, other than one acting under authorization, direction or written permission of the General Manager shall build, light, kindle or maintain any open or outdoor fire at any place within the boundaries of land or water owned, managed, controlled or operated by the District except in areas or facilities specifically built and designated for this purpose.

Fireworks

No person shall possess, sell, display or discharge any fireworks of any type on District property.

Alcoholic Beverages

No person shall sell or possess alcoholic beverages within the boundaries of land or water owned, managed, controlled, or operated by the District, except beer and/or wine and only with prior written permission of the General Manager. No kegs are allowed in any parks.

Beer and/or wine shall not be consumed within 25 feet of vehicular parking areas.

Duplication of Keys

No person other than one acting under authorization, direction or written permission of the General Manager or his/her designee shall duplicate keys used by the District for padlocks and door locks of any type or description.

Gambling

No gambling of any kind or description shall be permitted within the boundaries of land or water owned, managed, controlled or operated by the District.

Horseback Riding

No person other than one acting under authorization or direction of the General Manager shall ride a horse, pony, mule or animal of any description onto or over land owned, managed, controlled or operated by the District other than upon roads and trails and at times designated for horseback riding.

Jump Houses

No person shall have, install or use any air filled play device including, but not limited to, jump houses, trampolines, and slides without a permit.

Permits for jump houses will only be issued for designated parks and can only be placed in designated grass areas within these parks.

No person shall take a vehicle onto park turf in order to load, unload, setup or takedown a jump house.

Jump house vendors must be registered with the District and have current proof of insurance on file at the District office.

Privately owned jump houses may not be used on District property.

The District does not supply electricity for jump houses. Vendors are required to provide their own generators which require a sound permit approved by the General Manager and the Vallejo Police Department.

Grazing

No cattle, sheep, goats, horses, or any animal shall graze on land owned, managed, controlled or operated by the District except with written permission of the General Manager.

Appropriation or Encumbrance of Real Property

No person shall enter upon any of the public parks, waterfront or submerged lands or any other lands belonging to or held by the District, and set up an encampment, dig up the earth, or deposit any earth, rock or other substance thereon, or shall erect or attempt to erect any building, wharf, or structure of any kind, by driving or setting up posts or piles, or in any other manner appropriate or encumber any portion of the real estate belonging to or held by the District, unless such person shall have obtained written permission from the General Manager.

Limitations on Active Sports and Games

No person shall play or engage in sports or games such as golf (including chipping), self-propelled model airplane flying, swimming, boating, self-propelled model crafts usage, go-carting rope swinging, hang gliding, or similar sports involving the potential endangerment of the safety, well being or property of any person, except on facilities set aside for such purpose.

No person shall engage in skateboarding, inline skating and the like in areas such as tennis courts and basketball courts that are designed for specific use, or parking lots where motor vehicles are present.

The District, through the General Manager or his/her designee, may terminate or relocate activities that pose a safety hazard to other park users.

Washing or Repairing Autos or Other Conveyances

It shall be unlawful for any person to wash or repair any automobile or other conveyance within any District facilities.

Wearing of Proper Footgear

No person shall wear footgear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular games or activities. In areas posted with a sign specifying footgear authorized or approved, no person shall enter any such area in other than the footgear so posted.

Use of Tobacco Products (Refer to Policy #2195)

Smoking is prohibited in or within twenty (20) feet of the main entrance, exit, or operable window of a District owned building. No person shall smoke within 25 feet of any District play structure. No person shall deposit or leave cigarette butts, or other tobacco related product within any playground.

Possession of Refreshments in Certain Facilities

No person shall consume or ~~to~~ possess refreshments whether liquids or foods of any kind in certain facilities, or portions of facilities, as posted.

Boat Permits

No person shall launch a boat of any description on water owned, managed, controlled, or operated by the District without first obtaining a permit.

All persons operating a boat on water owned, managed, controlled, or operated by the District shall comply with conditions and limitations contingent to the issuance of the permit.

Limitations on Swimming

No person shall enter any body of water owned, managed, controlled, or operated by the District for the purpose of swimming, wading, or bathing except in those areas as designated.

Overnight Parking

No person shall park, abandon, or otherwise allow to remain automobiles and other conveyances in District facilities between sunset and 6 a.m. except with permission of the General Manager or as otherwise posted.

Unauthorized Storage

No person or group shall store, leave, or otherwise allow to remain at any District facility materials, supplies, equipment, or other physical accessories without permission of the General Manager or his/her designee.

The District's corporation yard will not be used for storage or equipment other than that belonging to the District unless short term use agreed to by the General Manager, and equipment is being used in a joint program or work effort.

Water Pollution

No person shall pollute in any way any water owned, managed, controlled, or operated by the District. No person shall deposit or cause to be deposited any foreign material such as glass, paper, garbage, or rubbish of any kind in said waters. (Revised 4/01)

Decorations

No person shall attach to any District facility materials, devices, or equipment for the purpose of decorating that facility or park for any other purpose without first having obtained permission of the General Manager or his/her designee.

Skate Park Facilities

Users of any facility designated for skateboards, in-line skates, or other skates and bicycles must adhere to the posted rules and dates of use. Per Ordinance #2003-01, all users must wear a properly fitted helmet, knee pads and elbow pads.

Enforcement of Rules

The General Manager or his/her designee shall diligently enforce the provisions hereof and shall have the authority to eject from District facilities any person acting in violation of these rules and regulations. Further, the

General Manager shall have the authority to deny use of facilities to individuals or groups who refuse to comply with or he has a reasonable suspicion of non-compliance of these rules and regulations.

Enforcement of Applicable Laws and Ordinances

All persons entering upon land or water owned, managed, controlled or operated by the District shall abide by the rules and regulations of the District, the laws of the State of California, Federal laws, all applicable County and/or Municipal ordinances and the instructions and directions of duly authorized employees of the District.

Waiver

Upon receipt of a written request to the Board of Directors, the Board may grant in advance a written waiver of one or more of the foregoing Regulations, when in the opinion of the Board, such waiver would contribute to the education, entertainment or physical, mental, cultural or moral development of an individual or group attending observing or participating in activities on District property, without detriment to other users of District property or to the residents of the District.

Care of Trees, Shrubbery, Lawns

No person shall misuse, damage, cut, carve, transplant, or remove any tree, plant wood, turf or ground cover, or pick the flowers or seeds of any tree or plant, or attach any rope, wire, or other object to any tree or plant without permission of the general Manager or his/her designee.

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Limitations on Active Sports and Games

No person shall play or engage in sports or games such as golf (including chipping), self-propelled model airplane flying, swimming, water slides, boating, self-propelled model crafts usage, go- carting, rope swinging, hang gliding, or similar sports involving the potential endangerment of the safety, well-being or property of any person, except on facilities set aside for such purpose.

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The District, through the General Manager or his/her designee, may terminate or relocate activates that pose a safety hazard to other park users.

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It shall be unlawful or any person to wash or repair any automobile or other conveyance within any District facilities.

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No person shall wear footgear that will damage, injure, or create the need for excessive maintenance on any field, court, deck floor, turf, or specialized surface prepared for particular games or activities. In areas posted with a sign specifying footgear authorized or approved, no person shall enter any such area in other than the footgear so posted.

Smoking prohibited in or within twenty feet of the main entrance, exit, or operable window of a District parks are smoke free. No person shall deposit or leave cigarettes butts, or other tobacco related product within any park.

Possession of Refreshments in Certain Facilities

No person shall consume or possess refreshments whether liquids or foods of any kind in certain facilities, as posted.

Boat Permits

No person shall launch a boat of any description on water owned, managed, controlled, or operated by the District without first obtaining a permit.

All persons operating a boat on water owned, managed, controlled, or operated by the District shall comply with conditions and limitations contingent to the issuance of the permit.

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No person shall park, abandon, or allow to automobiles to remain and other conveyances in District facilities between sunset and 6 am except with permission of the General Manager or as otherwise posted.

Unauthorized Storage

No person or group shall store, leave, at any District facility materials, supplies, equipment, or other physical accessories without permission of the general Manager or his/her designee.

The District corporation yard will not be used for storage or equipment other than that belonging to the District unless short-term use agreed to by the general Manager, and equipment is being used in a joint program or work effort.

Water Pollution

No person shall pollute in any way water owned, manage, controlled, or operated by the District. No person shall deposit or cause to be deposited any foreign material such as glass, paper, garbage, or rubbish of any kind in said waters.

Decorations

No person shall attach to any District facility materials, devices, or equipment for the purpose of decorating that facility or park for any other purpose without first having obtained permission of the General Manager or his/her designee. The District does/will not discriminate based on religious or culture differences.

Skate Park Facilities

Users of any facility designated for skateboards, in-line skates, or other skates and bicycles must adhere to the posted rules and dates of use. Per Ordinance #203-01, all users must wear a properly fitted helmet, kneepads, and elbow pads.

Enforcement of Rules

The General Manager or his/her designee shall diligently enforce the provisions hereof and shall have the authority to eject from District facilities any person acting in violation of these rules and regulations. Further, the General Manager shall have the authority to deny use of facilities to individuals, groups who refuse to comply with, or he has a reasonable suspicion of non-compliance of these rules and regulations.

Enforcement of Applicable Laws and Ordinances

All persons entering upon land or water owned, managed, controlled, or operated by the District shall abide by the rules and regulations of the District, the laws of the State of California, Federal laws, all applicable County and/or Municipal ordinances and the instructions and directions of duly authorized employees of the District.

Waiver

Upon receipt of a written request to the Board of Directors, the Board may grant in advance a written waiver of one or more of the foregoing Regulations, when in the opinion of the Board, such waiver would contribute to the education, entertainment or physical, mental, cultural or moral development of an individual or group attending observing or participating in activities on District property, without detriment to other users of district property or the residents of the Districts.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Removal of Temporary Shelters and Abatement of Homeless
POLICY NUMBER: 3072

The Board of Directors for the Greater Vallejo Recreation District desires that the parks and recreational facilities managed by GVRD be clean and free from encampments and the resultant debris.

The Board of Directors receives regular complaints from citizens and businesses throughout the District which relate to the health and safety, criminal activity, and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters.

The GVRD sets forth a process and procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these regulations in a manner that balances the needs and rights of all its citizen, including the occupants of such temporary shelters. This policy does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property.

GVRD shall respond to complaints and concerns arising in and around areas that are owned or managed by GVRD, in which individuals have erected temporary shelters, in a manner that protects the public health, safety, and employment of parks and recreational facilities, and which complies with applicable state, federal, and local laws.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Temporary Shelters and Homeless Encampments
POLICY NUMBER: 3072

The Board of Directors for the Greater Vallejo Recreation District desires that the parks and recreational facilities managed by GVRD be clean and free from encampments and the resultant debris.

The Board of Directors regularly receives complaints from residents and businesses throughout the District which relate to the health and safety, criminal activity, and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters. However, since the decision of the Ninth Circuit Court of Appeals in *Martin v. City of Boise* (2018), the District and other public entities have been greatly restricted in what they can do to abate homeless encampments.

GVRD has a process and procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these regulations in a manner that balances the needs and rights of all citizens, including the occupants of such temporary shelters. This policy does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property.

Unlawful activities in parks and other GVRD facilities will not be tolerated and may result in intervention by law enforcement agencies.

GVRD shall respond to complaints and concerns arising in and around areas that are owned or managed by GVRD, in which individuals have erected temporary shelters, in a manner that protects the public health, safety, and enjoyment of parks and recreational facilities, and which complies with applicable state, federal, and local laws.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 3072 Removal of Temporary Shelters, Storage of Personal Property, and Abatement of Homeless

Rule and Regulation: RR3072

I Purpose

Greater Vallejo Recreation District receives regular complaints from citizens and nosiness throughout the city, which relate to health and safety, criminal activity and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters.

By this Rule and Regulation, GVRD desires to protect the reasonable full access to its parks and recreation facilities for all individuals.

By the rule and regulation, Greater Vallejo Recreation District sets forth its procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these procedures in a manner, which balances the needs and right of all its citizens, including the occupants of such temporary shelters. This procedure does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property. The procedure provided herein does not establish any right to possession of any aspect of GVRD parks and/or recreation facilities.

II Policy

Greater Vallejo Recreation District shall respond to complaints and concerns arising in and around Greater Vallejo Recreation District owned or managed properties in which individuals have erected temporary shelters, in a manner that protects the public health and safety and which complies with applicable state, federal and local laws. And balances the right of the occupants of such temporary shelters.

III Procedure

Procedure applicable to the abatement of all trash, garbage, junk, and debris, enforcement of trespass laws and the abatement of encampments are set forth in Sections III, IV and V. Procedures applicable to code enforcement activities are set forth in Section IV.

A. Garbage Removal on Greater Vallejo Recreation District Owned and Managed Properties

1. The Maintenance Division (MD) regularly receives requested to remove trash or debris, which have accumulated on or around Greater Vallejo Recreation District owned and managed property. The (MD) shall continue to received and act upon these requests for service consistent with its historical practice. However, absent exigent circumstances, when the (MD) determines that a request for service involves the removal of trash or debris located within 50 feet of an area which contains temporary shelters, said removal shall not take place without a minimum of seven days advanced written notice which shall be

posted and served in a form substantially similar to exhibit A attached Hereto. The General Manager, at his/her discretion may declare an emergency if he/she determines that the temporary shelters represent a physical threat to the users of the park and/or the use of the shelters results in a safety hazard which endangers users of the park.

2. The posting and/ or service of said notice shall be performed in a manner which is reasonably calculated to provide effective notice to any occupants of the temporary shelters. Where possible the notice shall describe the area subject to garbage removal as clearly as possible (e.g. the East side of the 400 block of olive avenue).
3. As part of the removal of any trash or debris, the Greater Vallejo Recreation District shall not destroy any materials of apparent value which appear to be the personal property of any individual. Personal property of the apparent value may include clothing, shoes, jackets, tents, sleeping bags, bed rolls, blankets, backpacks, duffel bags, bicycles, tools, watches, jewelry, audio and video equipment, medications toiletries, eyeglasses, purses, handbags, personal papers, equipment, photographs, books, and baby strollers.
4. Trash and debris includes property that appears to have been discarded by its owner, but the fact that property is unattended does not necessarily mean that it has been discarded. Reasonable doubt about whether property is "trash or debris" or valuable property should be resolved in favor of the conclusion that the property is valuable and has not been discarded.

B. Private Property Including Public Property Not Owned or Managed by Greater Vallejo Recreation District

Greater Vallejo Recreation District will not respond to requests by private property owners, or owners of public property not owned or managed by Greater Vallejo Recreation District, to remove junk, trash or debris accumulated on private property or public property not owned by Greater Vallejo Recreation District, unless a cleanup effort has been approved in advance, by the General Manager or his or her designee and the property owner. In instances in which such approval is granted, Greater Vallejo Recreation District will not remove garbage from private property unless it is managed as part of a coordinated clean up and is approved by the General Manager or designee.

IV. Clean Up (s)

A. Greater Vallejo Recreation District Owned and Managed Properties

1. In situations where the Greater Vallejo Recreation District has received complaints or information regarding alleged criminal activity at temporary encampments established on Greater Vallejo Recreation District property, the Police Department will be contacted to respond to and handle the situation.
2. If a cleanup involves the collection of personal property of value, then the procedures set forth in Section V. below will be followed. If the Greater Vallejo Recreation District desires to remove garbage in conjunction with any such action, it shall follow the procedures in Section III above.

V. Clean-up of Encampments

For any encampment which has/have been in place for ten days or more, the Greater Vallejo Recreation District shall provide the occupants of such encampment at least

seven days advance notice of the need to vacate said property managed by the Greater Vallejo Recreation District or, if public property, authorized for clean- up by the owner of the property by posting and serving a written notice in a form substantially similar to the notice in a form substantially similar to the notice attached hereto as Exhibit A

A. Clean- up of Encampments and/ or Stored Personal Property on Greater Vallejo Recreation Owned or Managed Property

1. In situations in which the Greater Vallejo Recreation District intends to eliminate or remove encampments and/or stored personal property located on Greater Vallejo Recreation District owned or managed property, the Greater Vallejo Recreation will provide written notice if the intended removal in a form substantially similar to the notice attached as Exhibit A. the Greater Vallejo Recreation District will collect and dispose of any junk, garbage and/or debris in the area and to the extent possible and will also collect and store any unattended personal property of value (as described in Section III above) and animals. Personal property collected by the Greater Vallejo Recreation District shall be stored for, sixty days, without charge, during which time said property shall be available to be reclaimed by the owner. After the expiration of sixty days, any unclaimed property will be destroyed. The Humane Society will pick up animals and the owners thereof shall have ten days to claim the animals.
2. The posting and service of said notice shall be performed in a manner which is reasonably calculated to provide effective notice to the occupants of the temporary shelters, and the owners of the stored personal property. To the extent possible, the notice shall describe the area subject to the abatement (clean-up) and/or removal of encampment and /or stored personal property) effort as clearly as possible. The notice shall also be served by hand delivery, mail, email and/or facsimile on the organizations that assist occupants of escapements including, but not limited to CAP Solano, The Christian Help Center and Mission Solano.
3. Individuals wishing to reclaim personal property and/or animals collected by the (MD) Maintenance Department as part of the clean-up project may do so by contacting Greater Vallejo Recreation District Main Office at 707-648-4600, during the hours of 8-5 pm; days of operation Monday through Friday. The individual will be provided with the location of the personal property and/or animal and a time to retrieve the personal property and/or animal.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 3072 Temporary Shelters and Homeless Persons
Rule and Regulation: RR3072

I Purpose

Greater Vallejo Recreation District regularly receives complaints from residents and businesses throughout the city, which relate to health and safety, criminal activity and other concerns arising in and around parks and recreation facilities where individuals have erected temporary shelters.

By this Rule and Regulation, GVRD desires to protect the reasonable full access to its parks and recreation facilities for all individuals, while complying with federal and state law.

By the Rule and Regulation, GVRD sets forth its procedures for cleaning up areas in which individuals have constructed temporary shelters, and expresses its intention to implement these procedures in a manner that balances the needs and right of all its citizens, including the occupants of such temporary shelters. This procedure does not establish any individual right to erect temporary shelters or otherwise encroach on public or private property. The procedure provided herein does not establish any right to possession of any aspect of GVRD parks and/or recreation facilities.

II Policy

Greater Vallejo Recreation District shall respond to complaints and concerns arising in and around GVRD owned or managed properties in which individuals have erected temporary shelters, in a manner that protects the public health and safety and that complies with applicable federal and state law. GVRD will also initiate clean-up operations on its own initiative where GVRD deems it necessary.

III Procedure

A. Garbage Removal on Greater Vallejo Recreation District Owned and Managed Properties

1. GVRD regularly receives requests to remove trash or debris, which have accumulated on or around GVRD owned and managed property. GVRD shall continue to receive and act upon these requests for service consistent with its historical practice. However, absent exigent circumstances, when GVRD determines that a request for service involves the removal of trash or debris located within 50 feet of an area which contains temporary shelters, said removal shall not take place without a minimum of seven days advanced written notice which shall be posted in a form substantially similar to Exhibit A attached hereto. If the General Manager determines that the temporary shelters represent a physical threat to the users of the park and/or the use of the shelters results in a safety hazard which endangers users of the park the General Manager, or his or her designee, shall contact the Vallejo Police Department.

2. The posting of said notice shall be performed in a manner which is reasonably calculated to provide effective notice to any occupants of the temporary shelters. Where possible the notice shall describe the area subject to garbage removal as clearly as possible (e.g, the East side of the 400 block of Olive avenue).
3. As part of the removal of any trash or debris, GVRD shall not destroy any materials of apparent value which appear to be the personal property of any individual. Personal property of apparent value may include clothing, shoes, jackets, tents, sleeping bags, bed rolls, blankets ,backpacks, duffel bags, bicycles, tools, watches, jewelry, audio and video equipment, medications, toiletries, eyeglasses, purses, handbags, personal papers, equipment, photographs, books, and baby strollers. Food, perishables, soiled or wet bedding materials, or items that otherwise pose a threat to public health and safety will not be stored due to public safety reasons.
4. Trash and debris includes property that appears to have been discarded by its owner, but the fact that property is unattended does not necessarily mean that it has been discarded. Reasonable doubt about whether property is “trash or debris” or valuable property should be resolved in favor of the conclusion that the property is valuable and has not been discarded.
5. GVRD staff will not open backpacks, boxes and bags because of health and safety concerns. If personal items are left in plain view, GVRD will collect those items and store them for safekeeping for a period of not less than ninety (90) days
6. After 90 days, unclaimed property will be disposed of. Individuals wishing to reclaim personal property collected by GVRD as part of the clean-up project may do so by contacting Greater Vallejo Recreation District Main Office at 707-648-4600, during the hours of 8 a.m.-5 p.m. Monday through Friday. The owner will be required to describe the lost items to prove ownership. The individual will be provided with the location of the personal property and a time to retrieve the personal property.

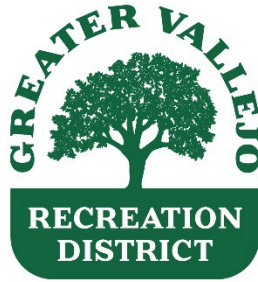
B. Private Property and Public Property Not Owned or Managed by Greater Vallejo Recreation District

Greater Vallejo Recreation District will not respond to requests by private property owners, or owners of public property not owned or managed by GVRD, to remove junk, trash or debris accumulated on private property or public property not owned by GVRD, unless a cleanup effort has been approved in advance by the General Manager or his or her designee and the property owner. In instances in which such approval is granted, GVRD will not remove garbage from private property unless it is managed as part of a coordinated clean up and is approved by the General Manager or designee.

C. Alleged Criminal Activities; Animals

1. In situations where the Greater Vallejo Recreation District has received complaints or information regarding alleged criminal activity at temporary encampments established on GVRD owned or managed property, the Police Department will be contacted to respond to and handle the situation.

2. GVRD will contact the Humane Society to pick up animals and the owners thereof shall have ten days to claim the animals.



NOTICE OF CLEAN-UP AND DEBRIS REMOVAL

PLEASE TAKE NOTICE that pursuant to Vallejo Municipal Code section 7.67.040, and Greater Vallejo Recreation District Policy No. 3072 and Rule No. RR3072, at the following place, date and time, GVRD will conduct a clean-up of the area:

Location: _____

Date and time of clean-up: _____

All trash, junk, debris and garbage will be removed. GVRD will make a reasonable effort to identify all personal property left at the site, but GVRD staff will not open backpacks, boxes and bags because of health and safety concerns. If personal items are left in plain view, GVRD will collect those items and store them for safekeeping for a period of not less than ninety (90) days. Food, perishables, soiled or wet bedding materials, or items that otherwise pose a threat to public health and safety will not be stored due to public safety reasons. After 90 days, unclaimed property will be disposed of.

You must vacate any temporary shelters and leave the immediate area while the clean-up operation is in progress. If any individual attempts to interfere with the clean-up the police will be called.

Individuals wishing to reclaim personal property collected by GVRD as part of the clean-up project may do so by contacting the GVRD main office at 707-648-4600, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The owner will be required to describe the lost items to prove ownership.

Date of posting this Notice:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Cunningham Aquatic Complex Rules and Procedures
POLICY NUMBER: 3073

PURPOSE

The Greater Vallejo Recreation District has established a policy for the benefit and protection of all aquatic facility users to ensure the safe operation of the swimming pools and to provide enjoyable recreation for all.

POLICY

Greater Vallejo Recreation District reserves the right to refuse admittance into the Cunningham Aquatic Complex when the capacity of the pool has been reached or when otherwise deemed necessary for the health, welfare, and safety of its patrons.

PROCEDURE(S)

At a minimum, the following criteria has been established for the safety of all facility users. Failure to abide by these rules and regulations may result in injury to self or others. Management and pool personnel reserve the right to address any behavior which is considered a safety risk, unsanitary, or disturbance to other patrons.

General Rules:

1. No running, shoving, or general horseplay on the pool deck and in the pool.
2. Anyone using the pool(s) must wear proper swim attire, swimsuit, and sunscreen. Rash guards, goggles, and swim caps are recommended.
3. Swim diapers are required for children using the pool who are not toilet trained.
4. No playing or hanging on lane lines.
5. Diving is allowed in the deep end only.
6. See Aquatic Staff about swimming with sores or wounds.
7. No glass in pool complex.
8. No gum or chewy candies allowed in pool complex.
9. Food and drink must be kept in the bleachers.
10. Follow Aquatic Staff directions regarding procedures and policies during emergency situations.
11. Any behavior or action deemed unsafe or inappropriate by Aquatic Staff is prohibited.
12. The Greater Vallejo Recreation District is not responsible for any lost or stolen items.
13. Any person having active diarrhea or who had active diarrhea within the previous 14 days shall not be allowed to enter the pool.
14. Cigarettes, weapons, alcohol, tobacco, vapes, or illegal drugs are prohibited.
15. Changing of clothing will be done in the appropriate locker room. No changing on deck.

Swim Lessons:

(All General Rules apply plus the following)

1. Swim Lesson participants must listen and follow the directions of the instructor.
2. No life vests or floatation devices allowed during swim lessons.
3. One hand must be on the wall when waiting for instruction.
4. Parents or attending adult must observe from the bleachers or designated areas.
5. A parent or attending adult must be on-site for children under the age of 7 or 48" tall.
6. Pre-registration is required for all swim lessons.
7. Cancellations must be made before the first day of the class for full refund.
8. Make-up classes are not offered for missed days. No exceptions.
9. If any swim lesson cancellations are made, Aquatics Staff will call all affected participants. Cost will be prorated based on refund policy.

Recreation/Open Swim/Special Events:

(All General Rules apply plus the following)

1. Children ages 7 and under, or 48", must be accompanied by an adult in the pool. The adult must not be further than arm's length away from the child.
2. Masks, fins, or snorkels must be approved for use by Aquatic Staff.
3. U.S. Coast Guard approved floatation devices (life vests) are allowed in the small training pool. A parent or guardian must be in the pool and be no further than arm's length away from the child.

Aquatic Break Camps:

(All General Rules apply plus the following)

1. Campers must listen to the camp counselor and follow their rules.
2. Participants must come prepared for the day. (Swimsuit, Towel, Water, Lunch, Shoes, etc.)
3. Campers must refrain from vulgar language.
4. Campers must participate in all activities.
5. Campers must not leave without permission.
6. Vandalism to equipment and or facility is prohibited.
7. Cell phones must be kept in a backpack and not used during camp hours unless it's an emergency.
8. Campers must follow the "hands-off" policy. No fighting, pushing, or inappropriate contact allowed.

Lap Swim Program:

(All General Rules apply plus the following)

1. Lap swimming is for swimmers 14yrs. and older.
2. Lap swimmers 14-17yrs. must be accompanied by an adult and have signed a waiver.
3. Any swimmer 14-17 yrs. who wishes to swim in the deep end must pass a swim test.
4. Lap swimming is intended to be a workout program, patrons must make forward progress from wall to wall.

5. Lap swimming in designated lanes only. Lap swim lanes are posted in the front office.
6. Lanes are to be shared. If the lane has 3 or more people, patrons will need to circle swim.
7. Masks, fins, or snorkels must be approved for use by Aquatic Staff.

Lap Swim Etiquette:

1. Tap the foot of the patron to pass them while circle swimming.
2. Rest in the corner of the lane, out of the way of other patrons.
3. Ask before hopping in a lane already in use.

Emergency Action Procedures:

1. Distressed Victim (Can continue breathing and still call for help):
 - a. 1 Long Whistle Blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform swimming extension rescue by handing tube to victim
 - e. Tell the victim to hold onto the tube and swim them to safety
 - f. lifeguard who was on break will replace the primary rescuer
 - g. Primary rescuer will fill out the accident report and return to the rotation
2. Active Victim (Struggles to breathe and cannot call for help):
 - a. One long whistle blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform rear rescue
 - e. If extra help is needed blow two long blasts and a second guard will assist
 - f. The lifeguard who was on break will replace the primary rescuer
 - g. Primary rescuer will fill out the accident report and return to the rotation
3. Submerged Victim (Still Conscious):
 - a. One long whistle blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform a feet first surface dive and complete the submerged victim rescue
 - e. If extra help is needed blow two long blasts and a second guard will assist
 - f. Check victim for consciousness and vitals
 - g. The lifeguard who was on break will replace the primary rescuer
 - h. Primary rescuer will fill out the accident report and return to the rotation
4. Submerged Victim (Unconscious):
 - a. One long whistle blast
 - b. Enter water with stride or compact jump

- c. Other lifeguards shift to cover rescuer's water
- d. Perform a feet first surface dive and complete the submerged victim rescue
- e. If extra help is needed blow two long blasts and a second guard will assist
- f. Check victim for consciousness and vitals
- g. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
- h. Carry victim to nearest side of pool where backboard is waiting
- i. Lift Victim out of pool on backboard
- j. A gloved secondary rescuer will perform a primary survey
- k. Rescue breathing and CPR will be administered as necessary
 - i. Anytime breathing is necessary, use oxygen with the BVM
 - ii. Anytime CPR is necessary, use the AED
 - iii. Continue to care for victim until the ambulance arrives.
 - iv. Fill out the necessary forms from the Critical Incident folder
 - v. Re-open the pool only at the request of a full-time employee

5. Passive Victim without breathing (non-suspected spinal):

- a. Two long whistle blasts
- b. Enter water with stride or compact jump
- c. Clear pool
- d. Perform rear rescue
- e. Check victim for consciousness and vitals
- f. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
- g. Carry victim to nearest side of pool where backboard is waiting
- h. Lift Victim out of pool on backboard
- i. A gloved secondary rescuer will perform a primary survey
- j. Rescue breathing and CPR will be administered as necessary
 - i. Anytime breathing is necessary, use oxygen with the BVM
 - ii. Anytime CPR is necessary, use the AED
- k. Continue to care for victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder
- m. Re-open the pool only at the request of a full-time employee

6. Spinal Victim:

- a. Two Long Whistle Blasts
- b. Enter water with stride or compact jump unless victim is near you or the side of the pool; then use an ease-in entry
- c. Swim to the victim using heads up breaststroke and use either a head splint or head and chin support carry
- d. Check victim for consciousness and vitals, immediately
- e. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen

tanks brought out to the rescuer.

7. If victim is breathing:

- a. Strap victim to backboard
- b. Remove victim from pool, care for shock and wait for ambulance to arrive
- c. Fill out the necessary forms from the Critical Incident folder
- d. Re-open the pool only at the request of a full-time employee

8. If victim is not breathing:

- a. Relay vital information to lifeguards on deck
- b. Two secondary rescuers will get into the water with the backboard and sink the board for the primary rescuer
- c. Once the victim is on the backboard, move to the nearest wall
- d. Maintain control of the head and strap only the underarm strap
- e. Two lifeguards on deck will each grab one side of the head of the board and one side of the head of the victim
- f. Lift the victim out of the water (Use care not to bump backboard on deck)
- g. A gloved secondary rescuer will perform a primary survey
- h. Rescue breathing and CPR will be administered as necessary
- i. Anytime breathing is necessary, use oxygen with the BVM
- j. Anytime CPR is necessary, use the AED
- k. Continue to care for victim until the ambulance arrives
- l. Fill out the necessary forms from the Critical Incident folder
- m. Re-open the pool only at the request of a full-time employee

9. On Deck Emergencies

- a. This includes all emergencies that occur out of the water at or near our facilities. Some examples include but are not limited to: locker room injuries, falling from the high dive, fights, automobile accidents, and chemical burns.
- b. Check victim for consciousness and vitals, immediately
- c. Notify another staff member and call 911 if necessary
- d. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
- e. If the victim cannot move on their own, leave them where they are and wait for an ambulance
- f. If a second rescuer is needed to assist in caring for the victim, clear the pool
- g. First Aid, Rescue breathing, and CPR will be administered as necessary
- h. Anytime breathing is necessary, use oxygen with the BVM
- i. Anytime CPR is necessary, use the AED
- j. Continue to care for victim until the ambulance arrives or they are capable of leaving or getting a ride from family or friends (Staff members cannot give rides to victims)
- k. Continue to care for victim until the ambulance arrives
- l. Fill out the necessary forms from the Critical Incident folder

m. Re-open the pool only at the request of a full-time employee

10. Patrons Under the Influence of Alcohol / Drugs:

- a. Patrons suspected to be under the influence of alcohol or drugs should not be allowed to enter the facility, but if they enter undetected follow the following procedures:
- b. Ask the patron(s) to leave the facility.
- c. If patron(s) remains in facility, do not force the patron to leave.
- d. Call 911.
- e. Keep other patrons away from intoxicated person.
- f. Maintain visual of patron(s) and leave alone until police arrive.
- g. Do not allow patron(s) in the water if possible.

11. Fight- In water:

- a. Attempt to stop the fight verbally or with whistle
- b. If unsuccessful, clear the pool immediately.
- c. If the fight is between small children, no less than two lifeguards enter the water and pull children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not enter the water unless the situation becomes life threatening for victim(s).

12. On Deck:

- a. Attempt to stop fight verbally or with whistle.
- b. If unsuccessful, clear the area.
- c. If the fight is between small children, no less than two lifeguards pull children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for police.
- e. Do not intervene at any time unless the situation becomes life threatening and staff can do so safely.

13. Lightning:

- a. Clear pool and gather patrons in locker rooms or courtyard.
- b. Keep patrons and staff away from all glass and tall metal poles.
- c. Avoid using the telephone.
- d. Allow patrons back in pool after 30 minutes with no lightning and/or thunder.
- e. If lightning continues, close the pool with a posted sign, leave equipment out, and do not cover with tarps.
- f. *Same procedures used for severe rain storms and hail storms, except pull tarps before you leave the facility.

14. Power Failure:

- a. Anytime the power goes out, call Chris Andrade from maintenance division to reset items in pump room. If power failure occurs during the day light hours:

- b. Keep pool open until the chlorine drops below 1.0 ppm.
- c. If power failure occurs after sunset, while lights are in use:
- d. Close the pool immediately.
- e. Clear the pool of all patrons.
- f. Check the bottom of the pool for any victims.
- g. If power remains off for 15 minutes or longer close the entire facility.
- h. Keep all patrons in entry way or out front until all have left the facility area.

15. Natural Gas Leaks:

- a. If you smell a gas leak:
- b. Call PG&E and the Aquatics Coordinator immediately.
- c. Evacuate staff and patrons through Emergency Exits upwind from the leak.
- d. Review emergency exit diagram.
- e. Care for any staff or patrons affected by the gas.

16. Fire:

- a. Clear all patrons from affected area.
- b. Use fire extinguishers located throughout the facilities to put fire out.
- c. If the fire cannot be contained with fire extinguishers, evacuate the facility through the Emergency Exits and keep patrons away from the facility. Review Emergency Exits diagram.
- d. Call 911 immediately
- e. If possible, shut off natural gas meters.
- f. Care for any patrons injured by fire.
- g. Follow directions from the Fire Department.

17. Earthquake:

- a. Once earthquake stops, clear the pool.
- b. Check the bottom of the pool for victims, cracks, etc.
- c. Evacuate patrons through Emergency Exits to a field upwind.
- d. Check for natural gas leak in pump room connected to the Cogen unit and/or in the courtyard.
- e. If natural gas leak is present, shut off the natural gas in the courtyard.
- f. Maintain crowd control.
- g. Care for any patrons injured
- h. Call 911, if necessary.

18. Armed Robbery:

- a. All staff is to do exactly what the subject says when staff feels their life is being threatened.
- b. Get a good mental picture for police description.
- c. Call 911.
- d. Fill out incident report with all details.
- e. Close pool if necessary.

19. Shooting / Drive by Shooting:
 - a. While shooting takes place drop and find cover.
 - b. If guarding or in the guard stand, drop to the deck immediately.
 - c. Call 911, whether during the shooting or immediately following.
 - d. Care for any patrons injured.
 - e. Maintain crowd control.
 - f. Collect information pertaining to shooter(s)
 - g. Sex, age, race, type of car, # of shooters, etc.

20. Bomb Threat:
 - a. If threat is made by phone, follow the Bomb Threat Telephone Procedure located on the next page.
 - b. Call 911 immediately and follow directions.

21. Fecal Incident-Well-Formed Stool or Vomit -
 - a. Clear the area.
 - b. Check for adequate chlorine in the area.
 - c. Remove as much of the material as possible using a net or scoop.
 - d. Vacuuming is not recommended unless it discharges to waste. (If the material is sent back to the filter, it may only spread the problem).
 - e. Add additional disinfectant as necessary.
 - f. Reopen the area after 30 minutes.

22. Diarrhea:
 - a. Clear the pool.
 - b. Add chlorine to raise the pool to 20 ppm, or equivalent using other disinfectants.
 - c. Remove any chunks or pieces.
 - d. Allow some time for the disinfectant to spread and work on the extra organic
 - e. material. In addition, we need to avoid "hot" spots of disinfectant that swimmers may swim through.
 - f. Allow about eight (8) hours of total downtime.
 - g. Recheck for adequate chlorine.
 - h. Reopen pool.

23. Emergencies with Limited Staff:
 - a. EAP's w/ two people – use bystanders as appropriate and certifications allow.

24. Active:
 - a. Same situation as during the summer but the register needs to be locked before the office guard goes out to watch the pool

25. Unconscious victims (breathing):

- a. Rescuer blows 2 long whistles
- b. Office guard finds out nature of emergency, calls 911 and opens the side gate for the ambulance
- c. Office guard locks register, takes out backboard and first aid kit, and assists in the rescue until EMS arrives
- d. *In this situation, the primary rescuer may need to do one-man CPR, if necessary, until the office guard has finished calling 911 and opening the gate.

26. Unconscious victims (not breathing):

- a. Rescuer blows 2 long whistles
- b. Office guard locks register, takes out backboard and first aid kit, AED, and assists if necessary
- c. Once the victim is on deck, one of the guards calls 911 and opens the side gate for the ambulance and then returns to help the other rescuer
- d. *In this situation, the primary rescuer may need to do one-man CPR, if necessary, until the office guard has finished calling 911 and opening the gate.

27. Spinals: (conscious)

- a. Rescuer blows 2 long whistles
- b. Office guard finds out nature of emergency, calls 911 and opens the side gate for the ambulance
- c. Office guard locks register, takes out backboard and first aid kit, and begins unlatching lane lines (bystanders can do this too) so the primary rescuer can take the victim to the shallow end
- d. The office guard then assists by positioning the board under the victim while the primary rescuer maintains in-line
- e. Both rescuers move to the wall and a rescue tube is placed under the armpits of the rescuer holding the head as well as under the foot of the board for stabilization
- f. At this point the normal strapping procedures can take place and removal from the pool

28. Spinals: (unconscious)

- a. Same as always – instant removal w/ only underarm strap maintaining inline.
- b. Bring AED, backboard, oxygen, and first aid kit from the office.

HR Policy Update Report



Date **1/18/2023**

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy								<input type="radio"/>	
Policy 2250 (Separation from District)	Edits/Updates						0%	<input type="radio"/>	
Policy 2315 (Code of Conduct)	Edits/Updates	9/13/2021	9/23/2021		10/18/2021		0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
Policy 2120 (Workers Compensation)	Edits/Updates	9/13/2021	10/14/2021				0%	<input type="radio"/>	Sent to Unions
Policy 2020 (Time off)	Edits/Updates							<input type="radio"/>	
Policy 2030 Holidays	Edits/Updates	X	X	X	X	X	100%	<input checked="" type="checkbox"/>	
Policy 4060 (Committees of the Board of Directors)	Edits/Updates/training							<input type="radio"/>	
Pricing Policy	Rec Team is working on this							<input type="radio"/>	
Policy 2090 (Probationary Period)	Updates needed to match MOU							<input type="radio"/>	
Policy 0005 (Basic Principles)	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc							<input type="radio"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2215 (Harassment)	Needs updating due to new regs. I would also change the angle to the company policy on harassment, rather than the FEHA rule on harassment.							<input type="checkbox"/>	
Policy 2216	Language needs to be changed to: Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.							<input type="checkbox"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2155 (Whistleblower Protection)	The language is not user friendly and could be updated in the future but is low priority.							<input type="radio"/>	
Policy 2085 (Employee Recruitment & Selection)	PT handbook and FT Manual do not match. We need to work on making the policies match							<input type="radio"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2190 (Drug-Alcohol Abuse)	PT Handbook includes prescribed medical marijuana but FT manual does not. We will need to decide District values w/ re: to marijuana additionally, we should consider adding the following lanugage to FT Manual: Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could							<input type="radio"/>	An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.
Policy TBD	Unemployment insurance information is included in PT handbook but not FT Manual							<input type="radio"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2005 (Definitions)	Our PT handbook says 1000 hours and our FT Manual says 1200 hours. We need to decide as a District which we will do							<input type="radio"/>	
Policy 2150 (Compensation)	There is more detail in the PT Handbook than the FT Manual. We may want to consider putting the same level of detail in the FT Manual							<input type="radio"/>	
Policy 2015 (Hours of Work-Overtime)	Language in the PT Handbook is different than the FT Manual. If we have the same expectations for PT and FT, we should ensure these are the same. Additionally, HR recommends amending the process for Exempt staff							<input type="radio"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2040 (Sick Leave)	language in PT handbook refers to sick leave carryover but this is not in FT Manual: Unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days							<input type="checkbox"/>	
Policy 2035 (Dress Code)	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.							<input type="checkbox"/>	
Cash handling training/procedures	This information is in the PT handbook but not the FT Manual							<input type="checkbox"/>	
Keys	This information is in the PT handbook but not the FT Manual							<input type="checkbox"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Policy 2295 (Driver Training & Record Review)	The PT handbook and the FT Manual do not have the exact same information, but are close. We should align them.							<input type="radio"/>	
Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?							<input type="radio"/>	
Policy ?	Cap needed on how much annual leave an employee can take							<input type="radio"/>	
RR 3076 - Video Recording/Surveillance								<input type="radio"/>	
Policy TBD	PT Handbook has info about Violence Free Environment but FT Manual does not. We need to ensure that both match. I'd recommend adding Violence Free Policy						0%	<input type="radio"/>	
								<input type="radio"/>	
								<input type="radio"/>	

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES
Rules and Regulations									
RR 2250	Edits/Updates						0%	<input type="radio"/>	
RR 2120	Edits/Updates	9/13/2021	10/14/2021				0%	<input type="radio"/>	Sent to Unions
RR 2020	Edits/Updates	9/13/2021	9/23/2021				0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
							0%	<input type="radio"/>	

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Use of Community Centers
POLICY NUMBER: 3075

Community Centers under the jurisdiction of the Greater Vallejo Recreation District are intended primarily for use by the general public in conjunction with the District's recreation programs. When not in use for District programs, the facilities may be scheduled for use by other groups to encourage recreational and social activities for the maximum use of the facilities.

All Community Centers will be made available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, religion, gender, sexual orientation, physical disability, or age. Any activity in which the District facilities are utilized will be conducted according to State and Federal laws, and will conform to the oral and written standards of the District. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of the Community Center. Fees based on the type of event are classified as Business, Private Parties or Non-Profit. The Board of Directors will consider requests for a waiver of fees from Non-Profit groups and organizations that do not involve fund-raising activities on a case by case basis.

The District shall not be held responsible for accidents, injury or loss of individual property at Community Centers. Individuals or groups using the facility shall be held responsible for payment of any damage or loss of District property. Parents shall be held responsible for the acts of their minor children. Damage to District property shall be imputed to parents having custody or control of the minor as set forth in the Civil Code.

Written Facility Reservation from District is required for all groups using Community Centers. Facility Reservations completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the Facility Reservation.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY NUMBER/TITLE: 3075 Use of Community Centers
Rule and Regulation: RR3075

Reservations

1. Groups, organizations or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. The Application does not guarantee a date or approval of the activity requested.
2. Reservations may be made a maximum of 12 months in advance. The Facility Reservation becomes a contract when it is approved and signed by District representative and the Applicant.
3. Approval to use facilities is subject to observance of all District policies, rules, and regulations. Applications may be denied or revoked if the intended facility use or event is misrepresented or the Application is incomplete, inaccurate, or contains false information.
4. Additional City, County, State and Federal clearances may be required based on the type of activity.
5. Facilities are rented on a first come, first served basis except for those having priority rights.
6. Groups, organization or individuals that have established a priority right, must maintain it. This is done by submitting a letter of intent to retain the date and paying a non-refundable fee prior to the opening of booking for that month. A priority right is an annual event that has been held on the same day, weekend, or week of the month for a minimum of three (3) consecutive years.
7. A Facility Reservation shall be completed by District employee and signed by an adult (21 years or older) responsible for the reservation.
8. Reservations shall not be transferred, assigned, or sublet.
9. No group, organization or individual shall use a District facility for a purpose other than approved by the District.
10. The applicant and/or contact person must be present at the event and stay onsite for the entire time.
11. Minimum rental will be for two (2) hours for Business and Non-Profit categories. Five (5) hours minimum for Private Parties.
12. Employees of a Business and Non-profit group will not be allowed to use that organization Business or Non-profit discount rate to reserve Community Centers for personal use or celebrations, such as the employee's birthday party or other personal event (discounted rates do not apply to personal and private use). All events and reservations for Business or Non-profit organizations must be reserved for that organization's activity.
13. No group, organization or individual shall have a Facility Reservation approved so long as they have an outstanding debt with the District.

14. Applicants understand that organized public recreation activities or those actively co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel any use of facilities at any time.
15. No activity will be permitted which is unsafe or unsuited for the purpose of the Community Center, or which discriminates on the basis of race, national origin, religion, gender, sexual preference, age and political affiliation, and social or economic status.
16. The District reserves the right to refuse any group, organization or individual use of any District facility due to their destruction, damages, abuse to District property, undue rowdiness or noncompliance with District's rules and regulations.
17. There must be three (3) adults (over 21 years old) for every twenty-five (25) youths (under 21) at events.
18. Under no circumstances shall the number of persons at an event exceed the maximum capacity of the rooms, areas or facilities which are the subject of the Facility Reservation.
19. No activity will be permitted which is in violation of local, state or federal statutes or policies of the Facility Reservation which is deemed necessary or appropriate to assure that the activity will be in conformance with applicable laws, rules and regulations, in a manner consistent with proper facility use.
20. The District representative reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive behavior, mistreatment of staff, belligerent or threatening conduct.
21. The District representative on duty has the authority to disperse any group for failure to comply with District rules. The group will forfeit all fees paid. Should it be necessary to have law enforcement to disperse any group or organization, the District representative has the authority to summon the Vallejo Police Department to escort said group, persons, or organization from District facilities. The group or organization will be responsible for any charges incurred by the Vallejo Police Department or other personnel required to respond.

Fees

1. Fees for the rental of a Community Center based on the type of event are classified as Business, Private Parties or Non-Profit. A copy of the Business license is required for Business category. A copy of section 501(c)(3) is required for Non-Profit category.
2. Reservation is based on a continuous block of time. Reservation fees will be paid from the time the facility is entered until it is exited. Unless arrangements are made in advance, no extra time is allotted for set-up, take-down and clean-up. If the event runs beyond the scheduled hours, the renter will be billed for overtime in 30 minute increments according to facility's rental rates.
3. The Cleaning and Damage Deposit or total payment, depending on event date, is required when a Facility Reservation is made.
4. Payment for events scheduled ten or less working days from the date of the event, such as memorials, wakes, etc., shall be in the form of cash, money order, cashier's check or credit card.
5. Full payment is required 60 days prior to the event. To be eligible for a refund, see Facility Reservation change of date or cancellation policy in #12 below. Check, cash or credit cards are acceptable methods

of payment. Should full payments not be received, it may result in cancellation of the reservation and forfeiture of the Cleaning and Damage Deposit.

6. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means is required to establish residency verification.
7. Parking fees are charged from the first weekend in April through the second weekend in October to enter Dan Foley Park and access to Foley Cultural Center.
8. PA system, audio and visual equipment, are available for use for an additional fee. Equipment varies at Centers.
9. Groups classified as Business and Non-Profit organizations have the option of setting-up and taking-down tables and chairs themselves, or pay an additional fee for the District to provide that service. However, all groups are responsible for clean-up (in accordance with the Facility Cleaning and Damage Requirements).
10. Inspection of the Community Center will take place prior to use and immediately following use of the center for an activity. If the renter fails to return the facility in the same condition as it was prior to their activity (in accordance to the Facility Cleaning and Damage Requirements), or leaves the premises in such condition that additional clean-up is required by District staff, the renter will be charged at the hourly rate of \$50 per hour per staff member. If the clean-up cost by custodial staff is greater than the cleaning and damage amount on deposit, the renter will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the activity.
11. The Cleaning and Damage Deposit will be refunded if the facility is left in a clean and satisfactory condition.
12. Facility Reservation change of date or cancellation will forfeit the following charges:
 - More than 60 days before event 10% of total building fees (see exception below)
 - 60 days to 31 days before event 25% of total building fees
 - 30 days to 8 days before event 50% of total building fees
 - 7 days or less will forfeit 100% of total building fees

One time only: Group, organization or individual will be allowed to change the event date at no charge if notification is received more than 60 days before the event. Additional requests or within 60 days before the event will incur the same forfeitures as shown above.
13. Cancellations:
 - Cleaning and Damage Deposit paid to reserve a date scheduled more than 60 days prior to event, will be refunded in full if notification of cancellation is received within 7 calendar days from the date of the deposit. Notice of cancellations received within 8 or more calendar days after the date of the deposit will incur the same forfeitures as shown above.
 - Other fees collected such as security guard fees, set-up and take-down, which were paid in advance will be refunded 100% if written notice is given within 36 hours.

Hours of Operation

1. Contact the District or Community Center for office hours.

2. Community Centers reserved for evening use must be vacated no later than 1:00am with the exception of the Vallejo Community Center that must be vacated by 12:30am.
3. Hours of operation may be amended under special circumstances by the General Manager or his/her designee. Community Center closing times vary with scheduled activities.

Holidays

1. Community Centers are not available for reservations on 4th of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and News Years Day. In addition, Foley Cultural Center is not available on Memorial Day and Labor Day.

Certificate of Insurance Policy

1. Proof of insurance is required for Private Parties, Non-Profit or Business events.
2. Private Party applicant may obtain insurance from homeowners' insurance provider, agent or broker. Non-Profit or Business events may contact their parent organization to utilize their umbrella policy.
3. The insurance must be in the name of the individual, group or organization who signed the Facility Reservation. The policy must not expire before the event date.
4. Group, organization or individual is required to obtain a General Liability Insurance covering bodily injury, personal injury and property damage in the amount of \$1,000,000 per occurrence.
5. The Certificate of Insurance shall include the "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
6. The "description" shall list the name of the Community Center, address, date(s) and type of event.
7. If alcohol is served, the General Liability Insurance shall include Host Liquor Liability Insurance coverage and must be stated on the certificate.
8. A separate endorsement shall name as additional insured GVRD (District) and City of Vallejo, its officers, agents, employees and volunteers.
9. Certificate of Insurance and Endorsement must be provided to the District 10 business days before the event.
10. Failure to provide the District with a valid Certificate of Insurance will result in the cancellation of the renter's event and will forfeit rental fees.

Decorations

1. The organization, individual or approved designee shall be responsible for putting up and removing all decorations within the time specified on the Facilities Reservation.
2. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to the ceilings, walls, floor, equipment, windows or any surface of the interior or exterior of the facilities are strictly prohibited.
3. Must use painter's tape only.
4. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.
5. No birdseed, confetti, rice or glitter may be used inside/outside facilities or in parking areas.

6. Balloons filled with helium that have the potential to float to the ceiling must be weighted down at all times.
7. Machines that discharge smoke or other elements that would compromise the health and safety of guests, or activate the smoke alarms are prohibited.
8. The District reserves the right to deny décor items if it is determined the item(s) would constitute a safety hazard.
9. Fires and/or open flames are prohibited. Candles are permitted in a container that provides at least 2 inches of space between the top of flame and the top of the container.
10. All decorations must be fireproof or of fire-retardant materials according to California Code of Regulations Title 19, Section 3.08, and shall be subject to approval by District representative at time of reservation approval.

Security

1. Large Private Party, Business and Non-profit group reservations such as fundraisers, banquets, etc. will require security guard(s) at all times.
2. Small Private Party, Business and Non-profit events such as meetings or trainings, which take place near to dusk will require one security guard for 25 or more guests.
3. The hourly rate for security guards will be charged at the current GVRD contracted rate.
4. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.
5. Uniformed security guards must be on duty on the premises during events serving and/or consuming alcoholic beverages.
6. All rental group attendance will required one (1) security guard per one hundred (100) guests.
7. Events designed for youth under twenty-one (21) years of age that serve alcohol shall require a minimum of 1-2 additional security guards. Additional security guard(s) will remain inside the center at all times.
8. The District reserves the right to require additional security guards based on the size and type of the event scheduled at the facility.
9. The decision for use of security guards and the number of security guards will be at the discretion of the District. The security guards on duty also have the right to determine if an additional security guard is required.
10. All security guards will be contracted by the District. Groups cannot provide their own security guards or additional guards.

Kitchen and Food

1. Food and beverage consumption is only permitted in designated areas.
2. Food trucks and catered barbecue grills shall be approved in advance by the District and set-up in designated areas. Approval of food trucks and catered barbecue grills shall be at the discretion of the District.

3. Caterer must obtain a General Liability Insurance covering bodily injury, personal injury and property damage in the amount of \$1,000,000 per occurrence listing "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as Certificate Holder to set-up barbecue or grill equipment. Certificate of Insurance must be provided to the District 10 business days before the event.
4. Charcoal grills are not allowed.
5. Chafing dishes or food warmers must be supervised at all times.
6. Groups, organizations and individuals using the kitchen must sweep and mop the floors. Clean all areas used including the stove, refrigerators, counter tops, cooking and serving equipment.

Alcohol

1. A minimum of 2 additional security guards, per 100 guests shall be required when alcoholic beverages are served at events designed for youth under twenty-one (21) years of age, such as birthday parties, baptism/christening, and Quinceañeras. Please refer to the chart below.
2. Alcoholic beverages may be served inside Community Centers. Serving and consumption of alcoholic beverages must end at a minimum of 2 hours prior to the end of the Facility Reservation time.
3. Guests are not allowed to bring any outside alcohol. Alcohol may be provided by host of the event only.
4. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the Community Centers with the exception of the Veranda area at the Foley Cultural Center.
5. Private Parties are prohibited from selling alcohol at the event.
6. No alcoholic beverages shall be served to any person less than 21 years of age.
7. Alcohol may be served without the requirement of a liquor license when it will not be sold in any manner.
8. An Alcoholic Beverage Control (ABC) license must be obtained when alcohol is to be sold at Non-profit or Business events. The license must be posted at the site of the alcohol sale.
9. District shall provide a letter confirmation of the renter's Facility Reservation to obtain the ABC license. A surcharge fee must be paid to the District.
10. A copy of the ABC license must be provided to the District prior to the date of the event.
11. Violation of the alcohol policies may result in immediate termination of the event.
12. The District representative on site reserves the right at their discretion to discontinue alcohol service at any time due to cause.

Expected Attendance	Reservations without Alcohol	Reservations with Alcohol
0-100	1 guard	2 guards
101-200	2 guards	3 guards
201-300	3 guards	4 guards
301-400	4 guards	5 guards
401-500	5 guards	6 guards

Possession of Firearms and Other Weapons

1. No person, other than law enforcement officers in the discharge of their duties, shall use, carry or possess firearms on District's property.
2. No person shall use, carry or possess explosives or dangerous weapons on District's property, including but not limited to knives, hatchets, axes, machetes, bow, crossbows, spears, air or gas weapons, or any other weapon potentially dangerous to human or wildlife safety.

Jump Houses

1. No person shall have, install or use any interactive inflatable including, but not limited to jump house, trampolines, and slides without District's permit.
2. Jump House Permit Application fee must be paid prior to the date of the event. A copy of the Permit must be available during the event.
3. Group, organization or individual will be provided with a list of vendors approved by the District. Privately owned jump houses may not be used on District property.
4. Jump house vendors must be registered with the District and have current proof of insurance on file at District's office.
5. Jump House Permit is for designated facilities and can only be placed in designated areas.
6. Water slides are not permitted at District's facilities or parks.
7. A maximum of 2 jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of 1 at the North Vallejo Community Center and Norman C. King South Vallejo Community Center.
8. Group, organization or individual is required to rent a generator from the list of vendors for jump houses or slides set-up outdoors.
9. Room capacity will decrease if jump houses or slides are set-up inside the Community Centers.

General Rules

1. Office telephones are for District business only; however, emergency use will be permitted.

2. No advertising/promotion shall be exhibited, no petition circulated, no solicitations and no use of social media without written approval of the District.
3. At no time, shall exits be covered or obstructed.
4. Smoking is prohibited inside the facilities and must be 20 feet away from any doors or windows. Smoking is prohibited inside and outside of the Foley Cultural Center due to its location in Dan Foley Park. District parks are "Smoke-Free."
5. Groups are requested to help enforce clean speech, respect for personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or residents of the neighborhood.
6. No admission fee/donation of any kind shall be charged or collected for Private Party events. Non-Profit or Business ticket sales must be approved by the District and sold in advance.
7. No gambling of any kind is permitted at Private Party events. However, Non-Profit and Business events such as fundraiser events must be approved in advance. Non-Profit and Business events must comply with requirements and regulations listed on the current California Gambling Law, Regulations, And Resource Information book. Publication of the Bureau of Gambling Control at www.oag.ca.gov/gambling or www.cgcc.ca.gov.
8. Group, organization or applicant is responsible for all vendors to comply with the District's rules and regulations.
9. Rental equipment, decorations or catering equipment must be delivered and picked up within the time reserved.
10. No storage space shall be provided for materials, supplies, equipment, or other physical accessories at the Community Centers.
11. The District is not responsible for any property loss due to destruction, theft, damage or lost items during an event, or for any items left behind at the Community Centers.
12. Only service animals are allowed in the facilities pursuant to ADA regulations. Permission for any other animals requires prior approval from the District.
13. Any facility use, request or activity not addressed in this Policy #3075 are prohibited without expressed approval by the General Manager.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver Policy
POLICY NUMBER: 3074

PURPOSE

The Greater Vallejo Recreation District has established a policy and procedures for requesting and approving a waiver of departmental or District fees and charges established by the District.

POLICY

The Greater Vallejo Recreation District recognizes the value of partnering with other agencies and organizations to provide services that benefit the community and the residents. In an effort to provide support to organizations that provide a community benefit that the District is unable to provide, the following procedures have been established for determining when application fees, facility use fees, permit fees, and other District charges established the Board of Directors may be waived.

All fee waivers must be approved by the majority vote of the Board of Directors.
Denied parties may appeal a decision or action made by the Board of Directors.

RESPONSIBILITY

1. Fees established by the District for the use of facilities may be waived by the Board of Directors if the applicant requests a fee waiver under one of the categories described in this policy and the appropriate criteria are met.
2. Application for fee waver must be submitted and associated with fees must be paid prior to the date of the event for the applicant to secure reservation and be eligible for a fee waiver. Eligible fees will be reimbursed if the event occurs before the Board of Directors approves the application.
3. This policy and procedure does not apply permits issued by the City of Vallejo.

ESTABLISHED FEES ELIGIBLE FOR CONSIDERTATION

The following list defines the Districts established fees that can and cannot be waived.

Fees eligible for waiver by the Board of Directors:

1. Application Fees
2. Administrative Fees
3. Permit Fees
4. Facility Use Fees
5. Facility Rental Fees

Fees and costs to the District that can not be waived by the Board of Directors:

1. Staffing or labor reimbursement costs
2. Security Costs
3. Utility reimbursement costs
4. Deposits for damages to facilities
5. Refuse removal costs
6. Custodial Costs
7. Maintenance Costs
8. Other District Charges
9. Monitoring Costs

ELIGIBILITY FOR FEE WAIVER

The Board of Directors may waive fees for an organization, individual or program if it determines that:

The event or program is open to the public and follows the District's non-discrimination policy and

1. The event or program is consistent with the District's mission, vision, values, and objectives and
2. The program or event is of significant value to the Greater Vallejo Recreation District and
3. That established fees would cause significant financial hardship or would have a detrimental effect on services provided to the public and
4. The proposed event or program will have no detrimental impacts on existing facilities or department activities and that the permitted organization will provide in-kind services to offset the actual cost to the District or mitigate impacts that are created by the event or programs; and
5. The fee waiver application (application) is submitted prior to the date of the event; and
6. There are not previous violations of the Fee Waiver Policy. Organizations that violate the policy may not be eligible for the fee waiver.

The agency is providing an event or service that is free and open to the public benefiting the community.

1. The agency is a Vallejo based organization and is providing a minimal fee service or program that results in a great community benefit.
2. The Board of Directors has determined that no profit will be made from the event by the permitting organization or by any other private business or individual or
3. If a fee is charged at the event or program for the purposes of fundraising for a charitable cause, a portion of the proceeds will be paid to the District if proceeds exceed permitting costs by more than 100% and
4. If the fundraising is involved, significant proof that the donation was given to the charity of choice can be provided to the board.

ELIGIBILITY FOR FEE EXEMPTION:

An individual or organization may be exempt from fees eligible for waivers as established in this policy, if they meet one or more of the following criteria:

Intergovernmental Cooperation:

1. The organization is another governmental agency and
2. The use of the facility is related to the performance of the agencies governmental duties and is related or of concern to a significant portion of the Districts residents and
3. The activities associated with the event can be provided for within the District's existing allocations without a reduction in services in other areas of the District.

DEPARTMENT SPONSORED:

1. The event or program is consistent with the Department mission, values, and objectives, and
2. The activities associated with the event can be provided for within the Department's existing allocations without a reduction in services in other areas of the District
3. The program is sponsored by another stakeholder or
4. The District is recognized as a Co-Sponsor of the event and is provided appropriate recognition on all promotional materials at the event or
5. The agency has an existing reciprocal use agreement, lease, finding of mutual benefit, or memorandum of understanding with the District (includes contract class instructor, programs under contract and leaseholders in good standing with valid contracts.

PROCEDURE

Fee Waiver Application (Applications) must be approved by a majority vote of the Board of Directors. Eligible applications will be considered as a part of the regular Board Meeting Agenda on a monthly basis.

Applications must be submitted prior to the date of the event to be considered by the Board of Directors. To be considered at the next regularly scheduled meeting of the Board of Directors. Applicants must submit requests to registrations or reservations at least (10) days prior to the next regularly scheduled Board meeting to be added to the agenda and publicly noticed.

Fee Waiver Application Procedure:

1. Applicants completes registration process and pays applicable fees at the main office prior to the date of the event.
2. Applicant completes application and turns in to the main office. (applications must be submitted prior to the date of the event/program to be eligible for consideration. Although not required, applications are encouraged to submit the application at least (30) calendar days prior to the event/program to ensure that the item is considered at the next regular Board meeting.)
3. Applicant may be asked by General Manager or Department Head to submit financial information for the organization or event to support application.
4. Application is approved or denied by the General Manager or Department Head based on the criteria established in this policy.
 - a. An Application that meets the criteria set forth in the policy will be considered by the Board of Directors at the next regularly scheduled meeting. The applicant is encouraged to attend the meeting to provide information requested by the Board of Directors.
 - b. An application that doesn't meeting the criteria set forth by this policy will not be presented to the Board of Directors. An applicant may address the Board of Directors during the public comment period at the next regularly scheduled meeting.

5. The Board of Directors votes to approve or deny application. An applicant may appeal once the decision of the Board of Directors and request another opportunity to resubmit and application and present to the Board of Directors at the next regularly scheduled board meeting.
6. The Board of Directors may request a profit and loss statement following the event/program before fees are reimbursed.

DRAFT



395 Amador Street, Vallejo, CA 94590 P: (707) 648-4600 E: recreation@gvrd.org

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____ Email: _____

Organization Address: _____

Type of Organization: 501 (c) 3: 501 (c)4: Governmental Agency
 Other, please specify: _____

Dates of Event or Length of Request: _____ Event Time: _____

Type of Event: _____ No. of Attendance _____ Fundraiser YES or NO

Have you applied for a Fee Waiver this Calendar Year (Jan-Dec) YES or NO

Facilitie(s) or Park(s) Requested: _____

Purpose of Event/Program and Fee Waiver Justification: _____

Describe Frequency of Event/Program: _____

I have read Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criterion identified in the Fee Waiver Policy.

Signature: _____ Date: _____

Printed Name: _____ Title: _____



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OFFICE USE ONLY

General Manager Signature: _____ Date: _____

Approval Date: _____ Fees waived: _____ Permits, Security Deposit _____

_____ Facility Rental _____ Other Charges _____ Total \$ Fees Waived