

Sacramento County

Department of Regional Parks

Special Event Policy

The Department of Regional Parks (Regional Parks) provides regional park and recreation facilities, programs and services for persons residing in and visiting Sacramento County. One of the missions for Regional Parks is to provide special event opportunities to help residents and visitors become aware of, use and appreciate Sacramento County's Regional Park system. The purpose of this Policy is to guide staff with coordinating a broad spectrum of special events and group activities that occur in Sacramento County Regional Parks that are efficiently managed, wholesome, affordable, accessible, and safe. This policy applies to all Regional Park facilities; however, special conditions are included for the Jedediah Smith Memorial Bike Trail as required by the American River Parkway Plan.

Special Events include, but are not limited to: food events, trail runs, bike rides, casual music events, celebrations, or any other gathering of similar nature. A permit is required for all special events as stated in Parks Ordinance 9.36.021 when it meets one of the following criteria:

- 1) A fee of any kind or amount is charged
- 2) A service of any type is provided
- 3) A gathering of more than 50 people using a park
- 4) A gathering of more than 25 people using a trail

Permit – Standards for Issuance (Sacramento County Code 9.36.021)

The director shall issue a permit hereunder when he finds:

- a. That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- b. That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- c. That all conditions including, where applicable, the payment of fees, approval of the Board of Supervisors, and insurance coverage, are met;
- d. That the proposed activity or use is not reasonable anticipated to incite violence, crime, or disorderly conduct;
- e. That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the Department; and
- f. That the facilities desired have not been reserved for other use. (SCC 36 § 2 (part), 1971.)

Staff Review

Regional Parks' staff, during review of the application shall consider, but not be limited to, the following:

- Compliance with this policy.
- Impact on the natural resources and other park users.
- Extent of Departmental involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

Application Process & Deadlines

- Applications may be submitted beginning September 1st for events taking place in the coming year.
- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event. Applications received before September 15th shall be given date priority by Regional Parks' staff according to the categories and ranking listed below. Staff will assign priority groups upon receipt of application. An agreement between the event organizer and non-profit will be required. Agreements must include a total benefit amount to the non-profit or project by flat rate or a percentage of net revenue.

Priority Group 1:	Sacramento County Regional Parks
Priority Group 2:	An American River Parkway non-profit, partner, or project
Priority Group 3:	Non-profit that benefits residents or programs in Sacramento County
Priority Group 4:	Non-profit who supports programs out of Sacramento County
Priority Group 5:	All other groups

Terms & Conditions

If a special event application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Below is a list of typical event conditions used by Regional Parks. Additional conditions may be required based upon the characteristics of the event, including size, location and nature. Regional Parks may amend terms or conditions on a case by case basis as long as events are consistent with County adopted area or master plans such as the American River Parkway Plan.

1. General Conditions

- Events shall NOT occur on Holidays or Holiday weekends.
- Events shall NOT exceed the capacity of the park, as determined by Regional Parks' staff.

- The number of permitted special events for an event sponsor shall be limited to 4 except those events that are sponsored or co-sponsored by Regional Parks.
- The applicant shall reimburse County department(s), upon request, for expenses incurred as a result of providing extra services for the event.
- The applicant shall obtain, and present to the Regional Parks, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
- The applicant shall estimate on the application the number of participants that will take part in the event and shall not allow the number of participants to exceed that estimate.
- County of Sacramento prohibits discrimination on the basis of race, color, national origin, age or disability for programs or activities offered within County facilities.

2. Special Event Filing & Permit Approval

After receiving a preliminary special event application approval from the special event staff, the submission of permit and other applicable fees is required to reserve a future special event date and time.

- The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.
- Event organizers should not assume special events are approved based on the previous year's event approval.
- All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.
- Special events will not be advertised to the public prior to the approval of the special event.

3. Special Event Insurance

All special event applicants must obtain a Certificate of Insurance specifically naming the **County of Sacramento** as additionally insured.

- All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

4. Other Jurisdictions

Many agencies require approval for events that impact their jurisdiction (i.e. Sac PD, CalTrans, cities and counties). If required, you must provide an approval letter from these agencies.

5. Fees

All special event fees must be paid in full two weeks prior to the special event

- a. Filing & Processing Fees.
 - Filing Fee is \$50.00, non-refundable. A completed permit application is required to be submitted a minimum of 60 days in advance of the special event.
 - Non-profit and for-profit special events will require the same filing and processing fees.

b. Permit Fees

- All organized groups gathering in the parks for an event will be charged a permit fee for assembling on park property.

c. Parking/Day Use Fees

- Parking/Day use fees are required in conjunction with special event fees.
- Special event participants, special event volunteers, and special event spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$5 per vehicle in most areas.
- Special event Permittees can purchase post payment parking passes for day use parking fees prior to the event.
- The Director shall have the authority to add a surcharge to the vehicle-parking fee for special events. The intent of this surcharge is to generate additional revenue to offset increased expenses associated with large public events (i.e. added security, maintenance cost, sponsors cost). Surcharge revenue may be utilized to cover these costs, based upon criteria determined by the Director.

d. Fee Payments

- All payments must be made by means of check, money order, or credit card.
- Checks must be made payable to **County of Sacramento Treasurer.**
- All fees must be paid in full at least 14 days prior to the event and NO post dated checks will be accepted.
- Separate payments must be submitted for the Filing & Processing Fee and Permit Fees.
- During the initial application process, only the Filing & Processing Fee will be accepted. All other payments will be returned immediately.

e. Waiver of Fees

- Some fees may be waived for Regional Parks co-sponsored or cooperative/volunteer association sponsored events.

6. Advertising

- Regional Parks is not responsible for any losses associated with early advertising and recommends that applicants receive event date approval prior to any advertising.
- Regional Parks or County logos are not to be used unless specifically permitted in event conditions.

7. Music – Public Address Systems

Music and Public Address systems can be used during special events.

- Event organizers must submit a special event layout map sixty (60) days prior to the event with all site location(s) for all amplified sound systems.
- Regional Parks does not provide electricity for music or public address systems.

8. Sales of Goods & Services

The selling or offering for sale any goods, services, liquids or edibles for human

consumption is prohibited without the proper approvals.

- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- County Department of Environmental Health can be reached at **916-876-7221**
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- No food, liquid, ice, or any other substance may be dumped on park grounds.

9. Alcoholic Beverages

Alcohol may be permitted during special events, except in park areas where alcohol is prohibited. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with Regional Parks staff. The valid A.B.C. license will be presented 14 days prior to the scheduled event date.
- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Director.
- Alcoholic beverages are prohibited in any type of glass container

10. Natural & Cultural Resource Protection

Special Events will not negatively impact the park’s cultural and natural resources. Environmental reviews may be required for some special events.

- No person shall willfully injure or destroy any cultural or natural resource.
- No vehicles are allowed on lawns or closed areas.

11. Portable Restrooms

Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms.

- During the application process the special event staff will review the impact to the park’s restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the park for an event.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when “total attendance” (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1. The use of portable toilets must meet Regional Parks’ accessibility standards, which is 10 regular portable toilets to 1 accessible toilet.
- Portable restrooms must be removed within 3 days of the event. If Regional Parks’ assistance is required, the cost of removing restrooms will be charged to the special event permittee.

12. Dumpsters

- Dumpsters may be required when the projected special event attendance exceeds 500 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with special event.
- Dumpsters must be removed within 3 days of event. If Regional Parks' assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

13. Site Preparations & Security

Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the special event staff during the filing process.

a. Special Event Layout

- Event organizers must submit a special event layout map sixty (60) days prior to the event. The layout map will detail: emergency response routes, the special event course, parking, camping, fencing, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event.

b. Special Event Security

- Event organizers are responsible for the overnight security of the equipment and event structures.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

Sacramento County Regional Parks
American River Parkway
Jedediah Smith Memorial Bike Trail
Group Activity & Special Event
Trail Use Policy

The purpose of this Policy is to guide staff with coordinating a broad spectrum of special events and group activities held on the Jedediah Smith Memorial Bike Trail and along the American River Parkway that efficiently managed, wholesome, affordable, accessible, and safe.

POLICY OBJECTIVES

- Allow Regional Parks and sponsors to have successful trail events that are in compliance with the American River Parkway Plan.
- Define the types of events that are permitted on the trails.
- Provide guidelines for events on the trails.
- Establish criteria to determine which special events can be permitted to use the trails.
- Define which events require to have a closed trail.
- Outline a fee structure that allows Regional Parks to offset costs to 1) permit and support the events; and 2) maintain the park, trail and trail amenities before and after events.

Competitive Event Definition

Any event that requires closure of the bike trail or meets all of the following criteria:

- 1) Speed is a determining factor and
- 2) The event starts on the American River Parkway and
- 3) 50% of the registered distance for any race category is located on the bike trail.

Types of Trail Special Events & Group Activities Permitted

- Walking,
- Running,
- Bicycling,
- Other activities that are not in conflict with the American River Parkway Plan.

Application Process & Deadlines

- Sponsors may submit applications beginning September 1st for events taking place in the coming year.
- Applications received before September 15th shall be given date priority by

Regional Parks' staff according to the categories and ranking listed below. Staff will assign priority groups upon receipt of application. An agreement between the event organizer and non-profit will be required. Agreements must include a total benefit amount to the non-profit or project by flat rate or a percentage of net revenue.

- Priority Group 1: Sacramento County Regional Parks
- Priority Group 2: An American River Parkway non-profit, partner, or project
- Priority Group 3: Non-profit that benefits residents or programs in Sacramento County
- Priority Group 4: Non-profit who supports programs out of Sacramento County or any other qualified groups

- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event.
- For Training Activities, only one application is required for a training group with a list of all projected dates for the year. Only one application fee will apply to training events. (See fee schedule)

Typical Conditions

If a special event application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Below is a list of typical event conditions. Additional conditions may be required based upon the characteristics of the event, including size, location and nature.

- Trail events shall NOT occur on Holidays or Holiday weekends.
- Trail events shall NOT exceed the capacity of the park, as determined by Regional Parks' staff.
- Closed Trail Events shall not exceed one event per month, or ten (10) events per calendar year. Closed Trail Events are not scheduled in June and August; July is reserved for Eppie's Great Race.
- Closed Trail Events shall not occur on the bike trail before 6:00 a.m. or after 12:00 noon.
- The applicant shall comply with the Regional Parks' requirements to publicize the closure of the bike trail in advance of the event.
- The prime sponsor or organization benefiting from the special event shall not be eligible to conduct more than one closed trail event in a calendar year unless the event directly benefits the American River Parkway or Regional Parks.

OPEN TRAIL – SPECIAL EVENTS

Open Trail events are events that occur one time, generally have less than 500 people, and the nature of the event does not impact the normal flow of traffic on the bike trail. Fees are established on a per person basis. A pledge running event would be an example of an Open Trail event.

Fees

- A special event application fee will be charged.
- A per-person park use fee will be charged based upon estimated attendance.
- 75% of the park use fees, based upon estimated attendance, will be due to Regional Parks two weeks prior to event. Within five days after the event, the sponsor shall submit to Regional Parks an event roster and the balance due for park use fees based upon actual attendance.
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants or organizer may set up post payment parking.

Additional Conditions

To minimize impacts to other trail users, events must have a staggered start time releasing participants in small groups to begin event; use additional trails or levee located in the American River Parkway; or provide another method of beginning the event, acceptable to Regional Parks, which will minimize participant congestion on the trail.

TRAIL TRAININGS – GROUP ACTIVITIES

Trail trainings are organized group activities for a group of people with a specific goal and meeting time or place. Participants should be encouraged to purchase an annual pass which can be arranged with the American River Parkway Foundation. Before trainings are to occur, at least one representative from each training group will be required to attend a mandatory trail etiquette course offered by Regional Parks. Trail trainings shall not be competitive, and have an annual registration fee based on the size of the group.

Size of Events

- Training groups shall not exceed 250 participants.

Fees

- A special event application fee will be charged.
- Only one application is required per training group with a list of all projected training dates.
- A permit fee based upon the number of participants will be charged.
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants; participants must be encouraged to purchase an annual parking pass in all training materials, website, etc.

Middle School & High School Groups

- Adults and students involved with school training groups are required to volunteer for one trail event per year to receive waived fees.
- Agreement for volunteering between school group and event organizer must be submitted with annual application.

Additional Conditions

To minimize impacts to other trail users, group activity must have a staggered start time releasing participants in small groups to begin trainings; or use additional trails or levee located in the American River Parkway; or provide another method of beginning the event, acceptable to Regional Parks, which will minimize participant congestion on the trail. Groups will be required to log all training events with Regional Parks as a condition of use. Training blackout dates and locations will be at the discretion of the department and will be posted on the Regional Parks' web site.

CLOSED TRAIL – SPECIAL EVENTS

Closed Trail events are events that occur one time, generally have more than 500 people, and the nature of the event impacts the normal flow of traffic on the bike trail. Fees are established on a flat rate basis.

Fees

- A special event application fee will be charged.
- 100% of the park use fees are due to Regional Parks two weeks prior to the event.
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants or organizer may set up post payment parking.

Additional Conditions

- Closed Trail Events shall not exceed one event per month, or ten (10) events per calendar year. Closed Trail Events are not scheduled in June and August, July is reserved for Eppie's Great Race.
- Closed Trail Events shall not occur on the bike trail before 6:00 a.m. or after 12:00 noon.
- The applicant shall comply with Regional Parks' requirements to publicize the closure of the bike trail in advance of the event.
- The prime sponsor or organization benefiting from the special event shall not be eligible to conduct more than one closed trail event in a calendar year unless the event directly benefits the American River Parkway (Priority Group 1 & 2).

Attachment A**AMERICAN RIVER PARKWAY PLAN
Group Activities & Special Event Criteria and Conditions**

The following conditions are set forth in the American River Parkway Plan and are included for reference and context for this policy:

The permit process for a special event includes measures to minimize impacts on other users and Parkway resources. These measures typically include steps to avoid closure of the bicycle trail and boat ramps, defining the size of the event area and amount of parking allowed, temporarily fencing the event area to regulate access, leaving portions of the park and parking areas available for other use during the event, regulating and enforcing amplified sound regulations, enforcement of alcoholic beverage regulations specified in the permit for the event, and advance notification regarding the date, time, and location of the event through signage and the media. The ARPP also recommends that the permit process require: recycling, shuttle services and promoting bicycle use in order to reduce traffic congestion, and valet parking for bicycles. (ARPP page 102)

The American River Parkway Plan (ARPP) allows certain types of recreational and special events to take place annually on the American River Parkway. ARPP stipulates the following:

Group activities and events that are specifically approved by the Parkway Manager shall occur in a manner that minimizes impacts on other Parkway users, natural resources and aesthetics in the Parkway

Group Activities

The Group Activities policies in the ARPP give the Parkway Manager authority to actively manage group recreational use when necessary to avoid or minimize potential conflicts and protect Parkway resources. For example, user conflicts may be addressed by requiring certain groups to seek a permit that obligates them to protect Parkway resources and minimize impacts on other users. It also allows, at the discretion of the Parkway Manager, to permit "special event" competitive activities. Eppie's Great Race is an example of a permitted special competitive event. (ARPP page 102)

5.30 Any medium or large group activity conducted on any designated pedestrian trail, equestrian/hiking trail, or bicycle trail shall be coordinated with the Parkway Manager, to minimize the impacts on other Parkway users.

5.31 Competitive group activities may be permitted on the bicycle trail and shall be limited to:

- a. Fundraising by non-profit or charitable organizations with public and civic interested; or
- b. Competitive recreation for which no event entry fee is charged.

(ARPP page 101)

Special Events

Special events in the Parkway are organized for the participation of the general public. Special events serve to introduce new users to the Parkway, potentially resulting in an expanded base of community awareness and long-term support for the Parkway. Events that help to educate and interpret the Parkway's resources are particularly valuable as opportunities to increase visitors' appreciation and understanding of the Parkway. Events also contribute to an important revenue stream that helps support on-going Parkway operations, maintenance, and programs. Additionally, there has been considerable community support for large events at the confluence of the two rivers. Historically, both small and large events have been held successfully in the Parkway at locations selected on the basis of the site's ability to support the scope and scale of the event, and the ability to manage the event in a way that minimizes impacts to the Parkway's natural setting, other Parkway visitors, and adjacent communities. These are important considerations in determining the appropriateness of an event, and whether or not it will be permitted. (ARPP page 102)

The Parkway is generally not oriented toward large special events; however, Discovery Park is capable of accommodating large special events due to its unique amenities, location and access routes. Discovery Park is located at the confluence of the American and Sacramento Rivers and is bordered to its south by an expanding urban core in the City of Sacramento. Its ability to support large events is supported by the service of on- and off-ramps of Interstate-5 at Richards Boulevard and Garden Highway, six restroom facilities, large parking capacity including unpaved overflow parking, significant parking availability outside of the Parkway, group picnic facilities, additional paved surfaces that can support additional temporary facilities, traffic circulation flow through the area with access into the Park from both the northern and southern sides, and the ability to utilize the amount of Developed and Limited Recreation land uses. Additional unique factors that are provided include: reduced sound impacts as a result of adjacency of Interstate-5 and the spatial distance to adjacent neighborhoods. Events should occur at a level and occasional frequency so as to not damage or degrade the natural resources.

Small special events of several hundred people may be held in the Ancil Hoffman, River Bend Park, William B. Pond and Effie Yeaw Nature Center areas. Small special events have included activities such as: the Renaissance Festival, Volunteer Recognition Events, Breakfast on the River (with the Sacramento Local Conservation Corps), Downriver Day and other fund raising events in support of

Regional Parks programs and activities. Small special events are those that can be supported by the existing facilities of the area and do not require any facility development to support the event. The events should not impact the natural resources or other permitted uses. Where possible, the events should call attention to the resources of the Parkway and what they bring to enhance the event itself. (ARPP page 103)

5.32 Competitive events on the bicycle trail shall not exceed one event per month.

5.33 Large special events may be permitted at Discovery Park on a periodic basis so long as natural resources are not degraded.

5.34 Small special events may be permitted in the Ancil Hoffman, River Bend Park, William B. Pond and Effie Yeaw Nature Center areas where events can be accommodated by existing facilities, so long as natural resources are not degraded.

5.35 Proper user education, facilities design and directional signage should be used to prevent user conflict, including conflicts between individual and group uses.

5.36 Recreational facilities shall be designed to blend into the surrounding natural environment. (ARPP page 101)

Attachment B***Safety Requirements for All Trail Events*****Bike Riders**

Pass on the left - Be sure that when you are passing someone, stay on their left side and move to the right after you have passed them. Call out "passing on your left" so you don't startle the person you are passing.

Pull completely off the trail if you need to stop - By pulling off the trail, you are less likely to get hit by bike trail traffic and cause an accident.

Wear a helmet - It's required for children under 18 years of age and it's a good idea for adults as well.

Obey all traffic signs - Be sure to yield to traffic signs and follow any detour signs. Make sure you watch for car traffic, particularly where it crosses the bike trail.

Pay attention when you ride - Don't wear headphones and make sure you keep your eyes on the road to look for potential hazards. Stay in your lane.

Ride in single file - Even if you are in a group, riding single-file helps keep the trail clear of congestion and reduces the chances of an accident.

The speed limit is 15 mph - The trail is not designed for extreme biking and too much speed can be a hazard to you and those around you.

Stay on the paved trail – Bicycles must stay on designated trails per the ARPP.

The trail is best used by experienced riders - While there is no age limit for bike riders, the bike trail is probably not the best place for someone to learn how to ride a bike. Children and adults who visit the trail should know how to ride.

Riding in the dark - When riding in the dark, bicyclists are required to wear a forward-facing white light that is bright enough to be visible from 300 feet in front and from the sides of the bicycle.

Pedestrians

Use the left shoulder when it is accessible to you - Joggers and walkers should stay on the dirt shoulder off the pavement to minimize the chance of an accident.

Stay single file - This reduces the chance of people straying onto the paved trail and potentially being involved in an accident. If you want to walk with a group of

people, it is recommended that you either walk along the levee or move away from the bike trail.

Keep your dog on a short leash - Dogs are not allowed to be off-leash within the American River Parkway. Keep them completely off the pavement and on a leash that is no more than six feet in length. Dogs are required to remain at least 15 feet away from any trail along the American River Parkway per Sacramento County ordinance.

Other Parkway Traffic

Equestrians - Horses are only allowed on the horse trails. Be sure to let people know when it is safe to pass your horse when you encounter others. It is recommended that equestrians wear helmets and only use the trails during the day to avoid potential hazards or obstacles that may be hidden from view in the dark.

Skaters - Both roller skating and rollerblading are permitted on the trail, and all skaters must obey the same rules as bicyclists. Skateboards are **not** permitted on the Parkway.

No motorized traffic - No motorized traffic is permitted on the trail.