

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: September 15, 2022

FROM: Laura Fischer, General Manager

SUBJECT: Adopt Resolution 2022-13 Amending Heber Public Utility District Policy Number 3750 Facility Use Policy

ISSUE: Shall the Board Adopt Resolution 2022-13 Amending Heber Public Utility District Policy Number 3750 Facility Use Policy?

General Manager's Recommendation:

Adopt Resolution 2022-13 Amending Heber Public Utility District Policy Number 3750 Facility Use Policy as follows:

MODIFIED DATE: Addition – September 15, 2022 (page 1)

DEFINITIONS: Addition – Glass Container. Any form of glass container or product. (page 2)

3754.9 Alcoholic Beverages: No Person shall consume any alcoholic beverage within the limits of any park, facility, or building. Alcohol Beverages (beer, wine, and champagne or any other beverage containing alcohol) are NOT allowed at any HPUD owned or managed park or facility, indoor facilities, inside any room or on an adjoining patio or parking lot. If you would like to serve and/or sell alcohol at your event, you must make a formal request to the General Manager and approval must be obtained from the Heber Public Utility District. Copies of these permits must be submitted a minimum of five (5) business days prior to your event. Should approval be granted, a copy of the Department of Alcoholic Beverage Control approved permit must be secured and presented to the HPUD five days prior to the event. All State and local government requirements must be followed and observed by HPUD. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to the facility staff a minimum of five (5) business days prior to your event. (page 7 & 8)

3754.9.1 Appealing to the Board: Removed (page 8)

Applicant must submit to the General Manager a request to waive Ordinance 220. The General Manager will schedule the request on the next Board meeting agenda for action.

FISCAL IMPACT: NONE.

BACKGROUND:

The HPUD adopted the Facility Use Policy which addresses the safety concerns outlined and identified as infractions in Ordinance 220. After review of the Ordinance by staff and our legal counsel, it is proposed that Ordinance 220 be repealed via the adoption of Ordinance 2022-02. The first reading of this Ordinance is on the agenda for September 15, 2022.

Ordinance 220 was adopted in 1980 and addresses safety concerns and prohibits certain activities in the parks. Over time the restrictions have become a county and/or state law and are enforced by the Imperial County Sheriff's Office. These prohibited activities are also regulated by the Heber Public Utility District through our Policy Manual specifically the Facility Use Policy Number 3750.

After review of Policy 3750 it is recommended that one item from Ordinance 220, Section 2. Beverages in Glass Containers was not included in the Facility Use Policy. The restriction on glass containers is included in the proposed modifications.

Additionally, references to Ordinance 220 is removed. The concern about the sale and consumption of alcohol was addressed and minimal changes were made to this section.

CONCLUSION:

Staff recommends adopting Resolution 2022-13 Amending Heber Public Utility District Policy Number 3750 Facility Use Policy.

ALTERNATIVES:

1. Do not modify Policy Number 3750, which will not affect HPUD current efforts to prohibit specific actions and behaviors in the parks.
2. Adopt Resolution 2022-13 with changes and edits.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Resolution 2022-13
 Facility Use Policy 3750 (with modifications 9/15/22)

RESOLUTION NO. 2022-13

A RESOLUTION OF THE HEBER PUBLIC UTILITY DISTRICT AMENDING POLICY MANUAL TO INCLUDE MODIFY POLICY NUMBER 3750 FACILITY USE POLICY

WHEREAS, the Heber Public Utility District desires to provide guidelines for the safe and efficient use of District owns parks and recreation facilities; and

WHEREAS, the District adopted Ordinance 220 on April 10, 1980 that prohibited beverages in the form of glass, the deposit of litter, alcoholic beverages, and the acts of vandalism in all parks and facilities of the District; and

WHEREAS, the District has determined that Ordinance Number 220 is essentially obsolete, void and unenforceable; and

WHEREAS, the Heber Public Utility District adopted Policy Number 3750 Titled Facility Use Policy on May 1, 2016 and has adopted an amendment to this policy on July 15, 2021; and

WHEREAS, Policy Number 3750 Titled Facility Use Policy addresses all of the prohibiting sections of Ordinance 220 with the exception of Section 2 titled “Beverages in Glass Containers”; and

WHEREAS, the Heber Public Utility District desires to modify Policy Number 3750 to include prohibiting the use of glass containers in all parks and recreation facilities; and

WHEREAS, the District desires to adopt a policy that ensures compliance with laws, and protect the safety of people who use our parks and facilities; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Heber Public Utility District:

1) The District’s Policy Number 3750, Facility Use Policy as Amended on September 15, 2022, which is attached hereto and incorporated herein as though fully set forth, is hereby approved.

2) Amended Policy 3750 Facility Use Policy, attached hereto and incorporated herein as though fully set forth, will be made part of and incorporated herein the Heber Public Utility District Policy Manual.

PASSED AND ADOPTED THIS 15th day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

Kaine Garcia, President
Board of Directors

ATTEST:

Moises Cardenas, Clerk of the Board

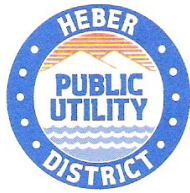
APPROVE AS TO FORM:

Steven M. Walker, General Counsel

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL)
HEBER PUBLIC UTILITY)
DISTRICT)

I, MOISES CARDENAS, Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was dully passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regularly scheduled meeting held on the 15th day of September, 2022.

By _____
Moises Cardenas, Clerk of the Board



HEBER PUBLIC UTILITY DISTRICT FACILITY USE POLICY

SUBJECT: FACILITY USE POLICY

POLICY NO: 3750

EFFECTIVE DATE: MAY 1, 2016

MODIFIED AND APPROVED: MAY 16, 2018 – JULY 15, 2021 - SEPTEMBER 15, 2022

3750. PURPOSE:

The intent of this policy is for the fair allocation of access to, and use of, Heber Public Utility District's limited athletic fields. For this reason, the Heber Public Utility District has developed this policy to ensure the orderly administration and control of the parks and buildings within the District and to establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

3750.1 DEFINITIONS:

1. Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. Board: The Board of Directors of the Heber Public Utility District.
3. District: Means the Heber Public Utility District of HPUD.
4. District Property: Every park and mini-park, building, facility, retention basin, or vehicle parking area owned, managed or controlled by the District.
5. Eviction: Revocation of any permit or permission to use a park and expulsion from such park or facility.
6. General Manager: The General Manager of the District.
7. Group: "Group" means all persons subject to the same permit.
8. Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other group or combination of individuals including spectators.
9. Facility Use Permit: The permit issued by the HPUD to set conditions for use and to authorize use of park areas excluding athletic fields and recreation center.
10. Athletic Field Use Permit: The permit issued by the HPUD to set conditions for use and to authorize use of Athletic Fields.

11. Glass Containers. Any form of glass container or product.

3751. MANAGEMENT OF DISTRICT FACILITIES: The General Manager shall administer this policy or other related policies in such a way as to achieve the maximum benefit to the residents of Heber and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, as well as by any peace officer(s) having jurisdiction of any area in which a violation of any provision of this policy or other related policies may take place.

3751.1 Compliance: The privilege of any Person to use District parks and facilities is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use. Violation of any provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other parks or facilities, if deemed necessary.

3751.2 Hours of Operation: All parks shall be open to the public during the hours of 5:00 a.m. to 10:00 p.m. No Person shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its contractors, or for law enforcement officers.

3751.3 Vending and Commercial Solicitation; Authorization Required: No Person shall solicit primarily for commercial purposes in any manner, or sell or offer for sale any goods, wares, merchandise or food products, or offer services for compensation, or distribute or pass out any primarily commercial handbill or advertising material within any park without a written authorization from the General Manager. This section does not apply to any concession operated under authority granted by the Board.

3752 Eviction:

HPUD POLICIES AND ORDINANCES All relative Heber Public Utility District Resolutions, Policies & Ordinances will be in effect and enforced at all HPUD facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc... per the Parks and Recreation Facilities Use Policy.

During the rental of HPUD facilities, renter agrees to comply with all local, state and federal nondiscrimination laws, regulations and policies. The HPUD reserves the right to terminate your event if city staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws.

Upon verbal notice from HPUD staff or the Sheriff that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event. Noise volume must be contained within the boundaries of the park/building.

This rule will be strictly enforced by the HPUD Rental Monitor. If you fail to comply with this rule, the Sheriff may be called, and you may be issued a Civil Infraction (punishable by a fine of \$250.00 or prosecuted as a misdemeanor). Items not included will be determined on a case-by-case scenario.

3752.1 Person Subject to Eviction: A Person is subject to eviction from a park when all of the following conditions occur:

- The Person is in violation of a park rule or regulation.
- The Person has been warned in a manner that is reasonably calculated to reach said Person that eviction may result from any further violation.
- After receiving such warning, a further violation occurs.
- Imposition of a lesser sanction will not reasonably suffice to cure the existing or ongoing violation of this policy.
- Where a violation of this policy is of such magnitude or seriousness as to pose an immediate threat of violence or other disruption of the public health, safety or welfare, no warning will be necessary prior to eviction.

3752.2 Person or Group Subject to Eviction: A Person or Group is subject to eviction from a park when any one of the following conditions occur and no lesser sanction reasonably appears to suffice:

- There is probable cause to believe that an unlawful assembly* exists pursuant to California Penal Code Section 407, as determined by an officer of the law.

* An unlawful assembly is defined as follows: Whenever two or more person assemble and acting together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly.

- There is a clear and present danger of imminent violence which cannot reasonably be forestalled without eviction.
- There exists a Group sponsored or organized activity which violates one or more park rules and regulations and such Group sponsored organized activity has not ceased as a result of one or more warnings given to the group as a whole.
- There are multiple individual violations of park rules and regulations which have not stopped following the eviction of one or more such individual violators and violations continue after the Group has had a reasonable opportunity to cure them.

3752.3 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic or public gathering involving the attendance of more than fifty (50) individuals to be held in any park without first obtaining a User Permit and signing the District's Indemnification form. User Permits will be issued on a first come, first served basis. Permits will continue to be issued until previously issued permits have exhausted the capacity of the park sought to be used.

3752.4 Group Picnics or Public Gatherings-District Certificate of Insurance Required: Picnics or public gatherings numbering 150 attendees or more must also secure a User Permit

from the District on a first come, first served basis. Such groups must also obtain a certificate of insurance policy of at least \$1,000,000 naming the District as an additional insured.

3752.5 Reserving Park Spaces and Recreation Center: Any user groups desiring to reserve a designated space in a park or the Recreation Center for a picnic or public gathering may do so by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above. Reservations may be made no more than six (6) months in advance for residents and no more than (3) months in advance for non-residents.

3752.6 Reserving Athletic Fields or Recreation Center: Any user groups desiring to reserve a designated athletic field including the baseball field and soccer fields at Tito Park, which have lights for night use, may do so by obtaining an Athletic Field Use Permit, paying the fees called out in the District's Fee Schedule and meeting the insurance requirements.

3752.6(a) Required Procedures: All groups, including any HPUD sponsored leagues, must adhere to the following procedures before they will be assigned a field location(s) for their league, team or event. Groups with Permits have priority on field usage.

3752.6.1 Reservations for Athletic Fields and Recreation Center Required Timeline: No later than two (2) weeks prior to the start of the season or scheduled event (i.e., weekend softball tournament), the sponsoring group must submit: (1) an Athletic Field/Recreation Center Permit Request (attached); (2) proof of non-profit status (if applicable) and; (3) a copy of the group's Liability Insurance Certificate. (sample attached).

3752.6.2 Issuance of Athletic Field and Recreation Center Use Permit: Upon receipt of the Request, the HPUD will calculate the permit fees, if any, and determine the availability of the requested field/center location(s) based on the priority criteria defined in Section 3752.6.4 below. HPUD will then issue an Athletic Field Recreation Center Permit (attached). Field Permits will be issued for a maximum of four (4) consecutive months. Recreation Center permits are issued by event not to exceed one month. If league play will extend beyond four (4) months, the league must apply for an extension. If the event or activity being held in the Recreation Center exceeds one month, an extension must be obtained. The extension must be received two (2) weeks prior to the end date of the original Permit.

3752.6.3 For all youth leagues and recreation activities, after the Athletic Field and Recreation Center Use Permit is issued, and no later than 7 calendar days after the start of league play, copies of (1) practice schedules; and (3) player rosters (name, HPUD of residence, phone number) must be submitted or on file with HPUD.

3752.6.4 Prioritizing Use of Athletic Fields and Recreation Center: HPUD issues Permits and makes field reservations in the following order of priority:

1. HPUD sponsored leagues and events.

2. Heber Elementary School District then other Districts working in cooperation with HPUD events.
3. Existing youth leagues or indoor youth activities based in Heber. Leagues must be in good standing with their organization and provide proof of insurance and compliance with their league rules and regulations to the HPUD. If more than one group requests use of the same field or recreation center, priority will be given to the league with the greatest number of participants who are residents of Heber. For example, if a baseball league requests use of Tito Huerta Field and has 28 players from Heber and a football league with 228 Heber players also requests Tito Huerta Field for the same time period, the Permit will be issued to the football league.
4. Travel youth teams (in good standing as stated above) based in Heber. A team will be considered based in Heber if one or more of the adult sponsors of the team and a minimum of 20% of the players are residents of Heber. In the event of a tie, and if the coaches of the youth teams are unable to agree to sharing the field times, the tie breaker will be determined by the number of years the youth teams have been in good standing with their organization and the HPUD.
5. Youth indoor activities from any where in the County. A youth activity that requests use of the recreation center will be given priority based on the number of participants who live in Heber. A monthly meeting or activity schedule must be provided to HPUD and a permit must be renewed monthly.
6. Adult leagues, tournaments and private use field and Recreation Center rentals. Tournaments and other private events must be approved by the HPUD and fees paid pursuant to criteria set forth in the Fee Policy at least (2) weeks prior to the scheduled event.'

3753. Denial of a User Permit: The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.

3753.1 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

3754. GENERAL CONDITIONS FOR USER PERMITS: Following are general conditions pertaining to the use of District Buildings and Facilities. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.

3754.1 Minors: All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

3754.2 Designated Areas: Groups are confined to the area(s) designated in the permit such as the Recreation Center, ball diamonds, soccer fields and reserves park spaces, as determined by the General Manager. A map of the designated areas in each park that are subject to a User Permit is available at the HPUD office and attached to this Policy.

3754.4 Temporary Modification to a Park or Facility: Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of a District park or facility with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's park or facility to its original state or require the user to conduct such restoration. If a park or facility is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District parks or facilities are damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.

30754.4.1 Decorations. You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to walls.
- The use of masking/painters tape is acceptable.
- All tape must be removed when taking down decorations.
- Hanging decorations from light fixtures is prohibited.
- Push pins may only be used to attach decorations to bulletin boards and portable partitions.
- Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. is not allowed.
- Helium balloons are allowed.

3754.4.2 Flammable Materials and Barbeques. The use of flammable materials is regulated by the County of Imperial's Fire Department. In compliance with the HPUD policy flaming food is not permitted at indoor facilities. Self-contained, gas barbecues may be used at facilities and parks only in outdoor areas. Please indicate on the Facility Use Form that you will bring a barbeque so that we may assist you with appropriate placement outside the facility. Barbecues are not permitted indoors. Please dispose of grease away from HPUD facilities.

3754.4.3 Food and beverages are welcome at all City facilities. HPUD does not own or operate any facilities with a full commercial kitchen. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used. Renters may bring in their own food (potluck), have food delivered to the facility, or have the event catered.

Catering The District allows renters to bring in the caterer of their choice. Food must be prepared and brought to the event ready to serve. Caterers are responsible for cleaning any areas used. If your caterer will serve food on site, individually or buffet-style, the following must be submitted a minimum of ten (10) business days prior to your event:

- Catering Application, submitted with Catering Fee to the Imperial County Public Health Department. You must have an approved event and food permit prior to the event date. Please note that all licenses and or permits are required, including County of Imperial Business License, and HPUD facility use permit. Information is available at 760-482-2440 or online <http://www.heber.ca.gov>

3754.5 Donations: Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

3754.6 Vehicles: No vehicles, motor-driven cycles, motorcycles, trucks or other vehicles are permitted within a park or on the sidewalk adjacent to any park without the prior authorization of the General Manager.

3754.7 Clean-up Following Use: Cleanup of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage and remove all supplies not provided by the District. Users should report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount will be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs. See Policy No. 3756 Establishment of Fees and Charges for Use of District Buildings and Facilities.

3754.8 Skateboards, Roller Skates: No person shall ride a skateboard, roller skates or other conveyance whether propelled by motorized or human power or cause or permit same to roll or coast within any park area where the District has posted signs to prohibit such activity.

3754.9 Alcoholic Beverages: No Person shall consume any alcoholic beverage within the limits of any park, facility, or building. Alcohol Beverages (beer, wine, and champagne or any other beverage containing alcohol) are NOT allowed at any HPUD owned or managed park or facility, indoor facilities, inside any room or on an adjoining patio or parking lot. If you would like to serve and/or sell alcohol at your event, you must make a formal request to the General Manager and approval must be obtained from the Heber Public Utility District. Copies of these permits must

be submitted a minimum of five (5) business days prior to your event. Should approval be granted, a copy of the Department of Alcoholic Beverage Control approved permit must be secured and presented to the HPUD five days prior to the event. All State and local government requirements must be followed and observed by HPUD. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to the facility staff a minimum of five (5) business days prior to your event.

3754.10 Firearms, Weapons, Fireworks: No person shall have any fireworks, rockets, explosives, firearms, air gun, BB gun, slingshot, bow, hunting arrow or any weapon in his/her possession while within any park, or in any vehicle other than in a closed trunk or storage compartment while such vehicle is within the jurisdiction of the District. Nor shall any person discharge any fireworks, rockets, explosives, or weapons in any park or building.

3754.11 Domestic Animals: No person having custody of a cat, dog, or other domestic animal shall allow such animal in any park area unless the animal is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such animal. All persons having charge of such animals shall immediately remove and dispose of in a sanitary manner, by placing in a closed or sealed container and depositing in a trash receptacle, any feces deposited by such animal upon any park property. The provisions of the section shall not apply to unsighted persons being accompanied by a guide dog.

This section shall not prevent the District from holding supervised public events in its parks in which domestic animals participate, nor shall this section prohibit the General Manager from issuing User Permits for group activities wherein dogs or cats will be under the responsible care of a person while not restrained by a leash while participating in a permitted event. Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

3754.12 Golfing: No person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

3754.13 Unsafe Activity: No person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

3754.14 Rental Fees and Charges: See Policy No. 3756 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities. The Board of Directors shall establish, modify and amend fees and charges by resolution from time to time, according to the needs of the District.

3754.15 Amplified Sound: The use of amplification of sound is not permitted except as authorized by the General Manager.

3754.16 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted in any park, building or facility. All Heber Public Utility District indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building. The HPUD reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit. Smoking is not permitted anywhere on site at the Heber Recreation Center.

3754.17 Gambling: No gambling activity is permitted in any District facility or park. This includes any activity whether organized or not which is defined by the State of California as gambling.

3754.18 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called “bouncers” or “jumpers” are not permitted in any District park or facility unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

3754.19 Overnight Camping: Overnight camping is not permitted in any HPUD parks.

3754.20 Off Season Storage: Off season storage of supplies, equipment, records, uniforms, etc. within any HPUD parks or concession area is prohibited without advance written approval from HPUD.

3754.21 Concession Sales: Concession sales are allowed once a Temporary Concession Authorization form has been issued by HPUD.

3754.21.1 Concession Areas: Concession Areas are shared public space and should not be considered the exclusive property of any league or community organization. If two leagues or groups are assigned the use of a field during the same time period, the leagues or groups are expected to accommodate the joint use of the concession area. For example, if a football league has a Permit for Tito Huerta Park and an adult softball group is issued a Permit for a weekend tournament, the football league and the softball group are expected to work together to accommodate use of the concession area. This may involve a league or group renting a HPUD owned snack bar or installing locking cabinets to store their concession items or the temporary removal of all items from the concession area. HPUD has the discretion to require leagues empty out a concession area if a compromise cannot be reached. Installation of any cabinets must be preapproved by the Manager of HPUD.

3754.22 Inventory of Equipment: The HPUD will be conducting an inventory of equipment (i.e., coffee pots, microwave ovens, crock pots) in use at HPUD owned concession stands. Each league will be required to verify the list of equipment and to seek approval from HPUD before any additional equipment is added.

3754.23 No Sublet Fields or Recreation Center: Fields and the Recreation Center may not be sublet to any outside leagues or users without the prior written approval of the HPUD Manager. Violation of this rule will result in cancellation of the league or group's Permit.

3754.24 Charge for Public Entry: No renter or user of parks or recreation center may charge the public or other leagues for admission into any park or recreational area (i.e. games, playoffs, etc.), unless they are holding a fundraising event which will require an Athletic Field Recreation Center Use Permit and a Snack Bar Permit to be on file as well as written approval from the HPUD Manager. Tournaments or private events require the advance written approval of the HPUD.

3754.25. Renter's Responsibility. The Primary Contact must be in attendance and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Minors must have adequate adult supervision.
- Ensure everyone attending is following City Codes, Policies and Ordinances.
- The room and facility (including outside) are left in a clean and orderly condition.
- Use of the area does not exceed the scheduled time and no additional facility staff time is required.
- The area and its contents, including equipment are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing HPUD facility use are met.

3754.26 On Site Staff. The HPUD staff is responsible to assist you for the following:

- Unlock the building/room at your scheduled time.
- Work closely with the primary contact to answer questions and provide assistance.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Confirmation.
- Ensure the facility and equipment is clean and ready for the next scheduled use.
- Ensure the building/room is locked and secured.
- When necessary, call appropriate security to enforce control.
- Activate 911 Emergency Services, if necessary.

The on-site staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up, or take-down.
- Supervise minors.

3755. INDEMNIFICATION AND INSURANCE REQUIREMENTS: Permittees shall indemnify, defend, and hold harmless the HPUD, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the HPUD parks, facilities, buildings, athletic fields, vehicle parking facilities, and adjoining property, unless solely caused by the gross negligence or willful misconduct of the HPUD, its officers, employees, or agents.

3755.1 Required Certificate of Insurance: The HPUD must be named on the Certificate of Insurance as an additional insured. All leagues not affiliated with the HPUD or a school district must provide to HPUD a Certificate of Insurance, in a form satisfactory to the HPUD, with the following limits:

General Liability	\$1,000,000
Bodily Injury	\$2,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

3755.2 Report Incidents: Permittees shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the HPUD's park facilities and adjoining property to the HPUD Manager or his/her designee, in writing and as soon as practical.



ATHLETIC FIELD USE PERMIT APPLICATION

User (League or Activity) Name: _____ Sport/Event: _____

Primary Contact: (Must be over 18 years of age) _____

Name:		Title:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:		Fax:
Public Phone:		Email:	

Secondary Contact:

Name:	Phone:	Email:
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League – Event Activity Information:

Anticipated Number of People:	Number of Minors:
Age Groups:	
What you charge per event: \$	Cost p/ Person: \$

Requested Usage: *Is this an Extension Request?*

Season	Winter		Spring		Summer		Fall	
First Date of Play or Event:				Last Date of Playor Event:				
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Start Time:				End Time:				
Special Times:								

First Date of Playoffs or Special Event:				Last Date of Playoffs or Special Event:			
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			

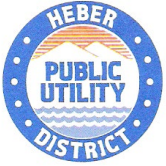
Requested Parks or Recreation Center:

Tito Huerta Baseball Field with Lights	Tito Huerta Soccer Field 1 with lights – Adult size	Tito Huerta Soccer Field 2 – Youth size
Tito Huerta Soccer Field 3 – Practice Area	Jiggs Johnson Park – Youth Soccer or Youth Baseball Practice Area	Estancia Park – Youth Soccer of Youth Baseball Practice Area
Recreation Center		

Is a Snack Bar Being Requested? Yes _____ No _____ (If yes, see snack bar request form)

Date: _____

Signature: _____



Athletic Field and Recreation Center Use Permit

FIELD or RECREATION CENTER USE FOR

League/Team OR Event Activity:	
Name:	Number:

IS THIS AN EXTENSION PERMIT:

FIELDS or RECREATION CENTER:

Tito Huerta Baseball Field with Lights	Tito Huerta Soccer Field 1with Lights	Tito Huerta Soccer Field 2
Tito Huerta Soccer Field 3	Jiggs Johnson Park	Estancia Park
Recreation Center		

TIMES:

Field or Recreation Center:		Start Date:			End Date:		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Field:		Start Date:			End Date:		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Field:		Start Date:			End Date:		
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

WAS A SNACK BAR REQUESTED? Yes No
WAS CATERING AT RECREATION CENTER REQUESTED? Yes No
WAS AN EVENT THAT CHARGES ADMISSION REQUESTED? Yes No
(If yes, a copy of the Snack Bar AND Catering Authorization Form and a Health Permit must be on file.)

For Office Use Only:



Concession Stand (Snack Bar) OR Recreation Center Catering Request

League/Person Name: _____ Sport: _____

Primary Contact: (League President)

Name:		Title:		
Address:				
City:		State:		Zip:
Home Phone:	Work Phone:	Email:		

Requested Usage: *Is this an Extension Request*

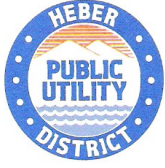
First Date of Use:				Last Date of Use:			
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Requested Facility:

Tito Huerta Park		Mobile Snack Bar
Recreation Center		

Prior to issuing a Concession Stand Authorization Permit, a copy of a health permit from the Health Department must be turned in to the HPUS office.

Is a copy of the Health Department Permit attached? Yes No



Concession Stand and Recreation Center Authorization Permit

SNACK BAR AND/OR RECREATION CENTER EVENT

League/Team/Event:	
Name:	Number:

Requested Facility:

Tito Huerta Snack Bar		
Recreation Center		
Other		

First Date of Use:				Last Date of Use:			
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

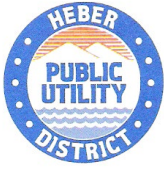
Forms on File:	Athletic Field and Rec Center Permit:	Health Permit:
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NOTES: _____

APPROVED: _____

DENIED: _____

General Manager Signature: _____ Date: _____



HEBER PUBLIC UTILITY DISTRICT FACILITY USE PERMIT APPLICATION

HPUD FACILITY REQUESTED

Heber Children’s Park (39 Crane Lane) – Picnic Areas, BBQ, Play Equipment
Margarito “Tito” Huerta Park (1165 N. Palm Ave.) – Athletic Fields Only – No Picnic Areas or BBQ
Edward “Jiggs” Johnson Park (1171 Bloomfield Way) – Picnic Areas, BBQ, Play Equipment
Estancia Park (84 W. Correll Road) Half Basketball Court, Walking Path, Play Equipment
Recreation Center (156 Littlefield Way) 1200 sq. ft. open room with two restrooms and patio

Primary Contact: (Person Responsible) _____

Name:		Title:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Fax:	
Public Phone:		Email:	

Secondary Contact:

Name:	Phone:	Email:
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Event Information:

Type of Event	Number Expected to Attend
Specific Conditions Must Be Met Including Insurance Requirements – See Facility Use Policy	
NO	YES

Requested Usage:

Date of Event:		If More Than One Day – Last Date of Event:					
Days of the Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time:				End Time:			
Special Times:							

Signature of Applicant: _____ Date: _____

HPUD OFFICE USE ONLY:

Use Permit Approved: _____ **Denied:** _____

HPUD STAFF SIGNATURE: _____ Date: _____

CONDITIONS OR COMMENTS: _____

**HEBER PUBLIC UTILITY DISTRICT ATHLETIC FIELDS
AVAILABLE TO RESERVE WITH
FACILITY USE PERMIT APPLICATION**

TITO HUERTA PARK

Field 1 With Lights

Use: Adult Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 150' X 320' – Soccer Adult Size Game or Practice Field

Field: Marked for Adult Soccer Games

Goals: 2 Adult Size Soccer Goals

Lights: None for night practice or games only area lighting for security

Notes: Rent for Adult Games or split for 2 Youth Teams for practice

Field 2

Use: Adult Youth Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests.

Goals: 2 Adult Size Soccer Goals Available

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games. Also rent with Field 3 for U14, U16 or Adult practice or games.

Field 3

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Goals: 2 Adult Size Soccer Goals Available

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games. Also available to rent with Field 2 for U14, U16 or Adult practice or games.

Field 4

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 60' X 90' – Soccer Under 6 or Under 8 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams for practice

Field 5

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 180' X 220' – Soccer Under 10 or Under 12 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams U10 or U12 for practice or games.

Soccer Field 6

Use: Youth Soccer Practice/Game – Flag Football Practice/Game – Baseball/Softball Practice

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth Teams for practice

Baseball Field With Lights

Use: Baseball/Softball Practice and Game

Size: Little League Approved Size

Bases: Available

Field: Maintained by HPUD – Marked/Chalked by Little League

Lights: Yes

Notes: Reserve for Youth Teams according to Facility Use Policy

JIGGS JOHNSON PARK

Field 1

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

Field 2

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

ESTANCIA PARK

Field 1

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for practice or games for U10 and/or U12 youth teams.

Field 2

Size: 60' X 90' – Under 6 or Under 8 Game or Practice Field

Goals: Adult Size Goals Available

Field: Not Marked, but HPUD will mark if League Requests

Lights: None

Notes: Rent for Youth U6 or U8 Teams for practice. Also available to reserve both fields for

practice or games for U10 and/or U12 youth teams.

HEBER RECREATION CENTER
156 Littlefield Way

Center

Size: 40'X40' Indoor facility with two restrooms. Outdoor patio also available.

Notes: Rental is available for private events; activities and organized events.