



FACILITY USE AND RESERVATION POLICY

**NORTH TAHOE PUBLIC UTILITY DISTRICT
DEPARTMENT OF PARKS AND RECREATION**

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The following information applies to use of all District facilities including but not limited to the Ramada, ball fields, Scout facilities, Kings Beach State Recreation Area and Plaza, Tahoe Vista Recreation Area, Coon Street Boat Launch, North Tahoe Beach and the North Tahoe Regional Park.

APPLICATION AND SUBMITTAL INFORMATION

Events are scheduled on a first-come, first-served basis. An application must be received and approved by the District at least 14 days prior to the event. At its discretion, the District may establish an annual application deadline for large events.

Some events may require a meeting with District staff to review the application and discuss specific details of the event.

The reservation date is not considered secure and a permit will not be approved until; a) the tentative Permit is signed and returned to the District by the applicant, b) the security deposit is paid in full, and c) 50% of use fees have been paid. A Certificate of Insurance (if required) naming the District, and others as required, as additional insured is due at least two weeks before the event, along with the final fee payment.

DISTRICT USE PERMITS

If an application is accepted, an Approved Permit will be produced for the following:

- Any event which includes 10 or more people, including participants and spectators.
- Community events (non profit and profit)
- Events serving alcohol
- Events with amplified sound
- Reservation of Ballfields, Scout Facility, Ramada or other District facilities.

The Permit will identify the area or areas reserved, the approved uses and specific conditions to the user. An Approved permit will be issued following the submittal and the District's review of the completed application, payment of the security deposit and 50% of use fees, and signed tentative permit is received by the District. The permit is not valid and may be revoked if a signed copy of the tentative permit is not returned to the District.

A copy of the permit must be kept on site during the event and, must be presented to District Staff or Law Enforcement if requested.

The District reserves the right, at its sole discretion, to impose conditions and/or other requirements upon any application. Such conditions or requirements will be specified within the Permit. In particular, users of District property may be required to sign a Release and Waiver of Liability and an Agreement to Indemnify from Claims or Expenses form.

FACILITY USE AND RESERVATION POLICY

North Tahoe Public Utility District

CANCELLATION POLICY

Applicant shall be refunded the entire amount of the security deposit and use fees, less a \$55 processing fee, if the reservation is cancelled no less than 30 days prior to the scheduled event date. Applicant shall be refunded the entire amount of the security deposit, but will forfeit the use fee deposit (50% of use fees) in the event of the cancellation of the reservation is less than 30 days prior to the scheduled event date. If cancelled within two weeks of the event the entire fee deposit will be retained.

SECURITY DEPOSIT

Cleanup after an event shall be the responsibility of the permit holder. Security deposits are fully refundable unless:

- Permit conditions are not met by the permit holder.
- Nature and size of event or crowd does not match the application.
- The event extends beyond reserved hours.
- The facility and/or its equipment sustain damage.
- Fights, vandalism or improper conduct occur during event.
- The facility is not left clean

Fees for additional hours, cleaning or damage repair will be deducted from the deposit. Any balance will be refunded within 30 days of the event.

ANNUAL PUBLIC ACTIVITIES

Any group or organization that has established an annual public activity on a specific date will receive an application for the coming year with the return of their security deposit. Applications not returned by December 1 lose priority reservation status and risk the loss of their requested date. The District will review the application and return a permit with terms, condition and cost within one month of submission of the application. The signed permit, payment of the security deposit, and 50% of use fees must be returned within one month of the mailing date of the use permit or lose priority application status.

LENGTH OF RENTAL

Rental of facilities is limited to 36 hours, including set-up and cleanup. Events longer than 36 hours will be considered on a case-by-case basis. District reserves the right to require that overnight security is provided by the applicant and at the applicant's cost.

ALCOHOL

If alcohol is to be consumed at the event, an alcohol application must be filled out and submitted at the time that the application for the event is submitted. An additional \$100 security deposit and a Certificate of Insurance naming the District, and other agencies as required, as additionally insured will be required with approval. The Permit will indicate whether the use or sale of alcohol at an event has been approved. All alcohol sales will require proof of an ABC license.

CONCESSIONS

Any concessionaire activities (food, drink or other additional concessionaires) on District or District managed facilities must obtain prior written approval by the District. Vendors may be subject to additional use fees. No vendors will be permitted unless indicated on the application and Facility Use Permit. If vendors are included on the application, the permit will indicate the number and type of vendor(s) permitted.

FACILITY USE AND RESERVATION POLICY

North Tahoe Public Utility District

AMPLIFIED SOUND OR LIVE MUSIC

Any use of amplified sound or live music requires an Amplified Sound or Live Music Application. An additional \$100 security deposit will be required. The permission for amplified sound or live music will be indicated on the permit. In consideration to our neighbors, music or amplified sound must be turned off by 9:00 PM.

TENTS AND BOUNCE HOUSES

“Bounce Houses” or other blow up play structures are not permitted on North Tahoe Public Utility District owned or managed properties.

Tents must be approved by the Parks and Facilities Manager or General Manager in advance. Additional fees may be required. Restrictions will be placed on their use in the event of high winds.

PAYMENT OF FEES

A reservation is not considered secure until District has received a signed permit, 50% of use fees, and the required security deposit. The remaining 50% of use fees and proof of insurance (if required) are required 14 days in advance of the event. Events scheduled within 2 weeks of event date require full payment of all fees in advance of the scheduled event in order to confirm the date and permit.

INSURANCE

The District reserves the right to require insurance dependent on the nature of the event. If insurance is required, an insurance certificate naming the North Tahoe Public Utility District as additional insured and an insurance policy endorsement form will be required.

Applicants for special events or large events will be required to provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence or two million dollars (\$2,000,000) general aggregate for bodily injury and property damage arising out of the activities and properties as described herein. Applicant shall provide the District with a certificate of insurance and additional insured endorsement naming the North Tahoe Public Utility District as insured before the scheduled event.

Please contact the District with any questions or concerns regarding insurance.

FAILURE TO COMPLY

Reservations may be revoked at any time at the discretion of the Park and Facilities staff. The District reserves the right to refuse or limit service (turning off power and water) to guests who behave in a destructive or disorderly manner while on District owned or managed property. When there has been a violation of the rules and/or regulations, the entire security deposit may be retained. The District may, at its discretion, require security personnel with the cost of same borne by the applicant.

Abuse of District property or failure to comply with the terms of the applicable Permits may result in the permit being revoked, security deposit not refunded and/or the applicant being prohibited from future use of District facilities.

PARKING

All District owned facilities, and some District managed facilities, have a parking fee that helps to support the operations and maintenance of the facility. The approval of a Special Use Permit and the use fee associated with the rental of the facility does not include the parking fee. Unless other arrangements are

FACILITY USE AND RESERVATION POLICY

North Tahoe Public Utility District

made, event participants will be responsible for the parking fee upon entry. Please notify attendees of the event so that they are prepared with cash to pay the parking fee. The District also reserves the right to require parking fees be paid in advance by the event organizer.

PUBLICITY AND ADVERTISING

Use of the District name and logo in any publicity without prior written approval by the District is prohibited. Those wishing to display banners must consult and comply with the Banner Use Policy.

PERMIT REQUIREMENTS BY OTHER AGENCIES

Applicants agree to be aware of, and in compliance with, all required health and safety codes, Placer County ordinances and any other applicable laws. The District cannot allow use of its facilities in a manner which requires permits by other agencies without being provided copies of permits from these agencies. It is the sole responsibility of the Applicant to obtain these permits.

BE BEAR AWARE

Lake Tahoe is black bear habitat, please use caution. Make sure to clean up after yourself and your guests and deposit all trash into a bear proof trash receptacle. Do not leave food unattended.

REGULATIONS FOR THE NORTH TAHOE REGIONAL PARK AND ALL PARK FACILITIES (Ramada, Scout Camp, Ballfields, Tennis Courts, Picnic Areas)

1. Park hours: Dawn to Dusk, Winter 7:00 a.m. to 5:00 p.m. Summer; 7:00 a.m. to 10:00 p.m. Gates are locked at closing time.
2. Observe the 15 mph speed limit.
3. Off-Highway vehicles are prohibited.
4. Woodcutting or gathering is prohibited.
5. State of California prohibits any use of firearms.
6. Cooking in barbecues only. Campfires are prohibited.
7. Courtesy must be shown to other Park users; no loud music, noise or littering.
8. Dogs are welcome, but must be on a leash and owners must pick-up after their pets. However, dogs are not permitted on ballfields or the soccer field for health reasons.
9. Amplified sound or live music only with additional permit.
10. Alcohol only with additional permit. Alcohol is never permitted on or around the ballfields or the playground.
11. No early check in or use of site before reserved time.
12. Park entry fee is NOT included unless arrangements are made in advance.
13. Due to unknown weather conditions in the fall and early spring months, the District reserves the right to shut off the water at its discretion. During winter months, water is completely shut off to prevent pipes from freezing.

CLEANING CHECKLIST FOR THE RAMADA AND THE GROUP PICNIC AREAS:

1. Keep area clear of debris or barriers.
2. Remove and dispose of trash in the provided trash receptacles.
3. Do not leave any food items or decorations at picnic site.
4. Please turn off the water and lights before you leave.
5. Lake Tahoe has an extreme fire risk, especially during summer months. Barbecue coals should be burned down before you leave. Spread coals evenly at the bottom of barbecue to hasten burn down. DO NOT pour water on the coals; this will crack the barbecue and cause embers to escape.

FACILITY USE AND RESERVATION POLICY

North Tahoe Public Utility District

6. Please do not rearrange the picnic tables. Any request for movement of tables must be through the District office or personnel.

GUIDELINES FOR BALLFIELD OR OTHER FIELD PREPARATION

1. Field rental fees include Fields being ready to play by event start time and up to two other full preps per day per field depending on number of games played. Park staff will determine number of field preps required.
2. Renters may not do their own field prep.
3. Multi-field tournaments shall have staggered start times to allow for field prep.
4. Bases used will be those distances listed on the Rental Application.
5. Fees include on-duty staff during event time.
6. If multiple fields are used, staggered start times of 45 minutes are required. A minimum of 30 minutes staggered game times will be maintained throughout the day to properly prepare the fields.
7. Alcohol is not permitted on or around ballfields or bench area.

REGULATIONS FOR TAHOE VISTA RECREATION AREA, KINGS BEACH STATE RECREATION AREA AND THE KINGS BEACH PLAZA

1. Dogs are not permitted on beaches due to water quality concerns. The District's drinking water intake is located at Tahoe Vista Recreation Area. Those with dogs on this property will lose security deposit.
2. Alcoholic beverages are not permitted at Kings Beach State Recreation Area.
3. Glass containers of any kind are prohibited.
4. Woodcutting or gathering is prohibited.
5. State of California prohibits any use of firearms.
5. Campfires are prohibited.
6. Courtesy must be shown to other beach users; no loud music, noise or littering.
7. Amplified music requires an Amplified Sound or Live Music Application and must be turned off by 9:00 p.m.
8. At Tahoe Vista Recreation Area, only propane or gas barbecues allowed. No charcoal please.
9. At Kings Beach State Recreation Area charcoal may be used in the barbecues provided on site.
10. The park remains available for general public use during your event.
11. Leave the facility in the condition it is found. All decorations, temporary alterations, etc. must be removed.
12. All events must be cleaned and the area cleared by 10 PM, the park closing time.

REGULATIONS FOR NORTH TAHOE BEACH

1. Dogs are not permitted on this property.
2. Maximum group size is 100 persons.
3. No reserved parking for group events; the parking area is available to the public on a first-come, first-served basis. You may wish to encourage car-pooling for your event, especially during peak use periods.
4. Glass containers of any kind are prohibited.
5. No tents, bounce houses or other temporary structures.
6. No signs or barriers may be nailed or affixed to structures, trees, or other vegetation.
7. Alcohol is permitted within the group site reservation area only with an approved permit.
8. All events must be cleaned up and the area cleared by 10 pm, the park closing time.
9. Amplified Sound or Live music requires an Application and must be turned off by 9:00 PM.

FACILITY USE AND RESERVATION POLICY

North Tahoe Public Utility District

10. The park remains available for general public use during your event. Your rental of the facility only includes the area under the Ramada. Your reservation does not include any portion of the grass areas or the volleyball courts.
11. Leave the facility in the condition it is found. All decorations, temporary alterations, etc. must be removed.
12. Lake Tahoe has an extreme fire risk, especially during summer months. Barbecue coals should be burned down before you leave. Spread coals evenly at the bottom of barbecue to hasten burn down. DO NOT pour water on the coals; this will crack the barbecue and cause embers to escape.

REGULATIONS FOR PICNIC TABLE RENTAL – KINGS BEACH AND TAHOE VISTA RECREATION AREA

1. These regulations are in addition to the Regulations for the individual park facility as indicated above.
2. Table rentals are available in two 4 hour blocks, 10 AM – 2 PM and 3 PM – 7 PM. Full day rentals which include both time blocks include the 2 – 3 PM time period at no extra charge.
3. Rentals at Kings Beach include use of a Charcoal Grill. Charcoal not included. Barbecue coals should be burned down before you leave. Spread coals evenly at the bottom of barbecue to hasten burn down. DO NOT pour water on the coals; this will crack the barbecue and cause embers to escape.
4. There are no grills at Tahoe Vista Recreation Area. You may bring your own propane grill but charcoal grills are not permitted on this site.
5. Unreserved tables are open to the public on a first come, first served basis.
6. Groups that reserve tables may only occupy tables they have rented. Those renting tables and then utilizing remaining tables reserved for “first come, first served” patrons may not be permitted to rent tables for one year and/or may be charged the full security deposit as rental for use of the “first come, first served” tables.

CONTACT INFORMATION

For further information contact:

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