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 Chapter 9-100: Park Standards

Policy No: 9-100

**Park Maintenance Priorities**

In determining scheduling for park maintenance work, a number of factors arise. However, with all other factors remaining equal, the schedule of work will be based on the following priority ranking:

|  |  |
| --- | --- |
| 1. Health and Safety 2. Function or Purpose 3. Pride of Ownership 4. Preventative Maintenance | 1. Funding Capabilities 2. Aesthetics 3. Community Desires 4. Participant Convenience |

Facility appearance directly influences perceived usability of parks. The image of TVRPD is largely established by the maintenance and appearance of its facilities.

Maintenance standards are set as the ideal or goal to strive toward. Budget limitations or other factors may modify standards; however, they continue to describe the desired quality outcome for maintenance.

**Park Standards**

The following minimum park standards are expected:

PARKS (GENERAL):

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| **GROUNDS** | |
| * Free of litter or debris | Daily |
| **TURF** | |
| * Turf has a uniform green appearance in growing season safe for play at all times. | Address as Needed |
| * Common Fescue grass mowed at a height of 1 ¼” to 2” during growing season. | Weekly – Growing Season  Monthly – Off Season or as Needed |
| * Fertilizer applied to general park turf at a level of pound of nitrogen per thousand square feet. | Annually – Spring and Fall if Funds are Available |
| * Aeration performed at the height of growing season | Annually (During May – August) |
| * Bare spots in turf area re-seeded. | As Needed After Irrigation Checked |
| * No standing water or dry areas in turf. | Adjust Irrigation |
| * Trim out around trees and walkways. | Weekly |
| * Premium turf maintained at a height suitable for the intended use. Designated athletic fields mowed at ¾” to 1 ¼”. Other premium turf maintained at ¾” to 2”. | Varies From 1 Time Per Month During Dormancy to 2 Times Per Week During Peak Growing Season |
| * Pre-emergence controls applied to premium turf as budget allows. | Fall Application for Winter Weeds and Late Winter Application for Summer Weeds |
| * Premium turf fertilized at the minimum rate of three pounds of nitrogen per thousand square feet of turf. Adequate amounts of other nutrients applied to maintain actively growing, vigorous turf; soil test used to identify deficiencies. | Spring and Fall, Frequency Dependent on Nutrient Source/Release Duration |
| * Premium turf aerated a minimum of once per year during active growth; high traffic areas aerated once per month during peak growing season/season of play | 1-5 Times Per Year During Active Growth |
| * Premium turf vertically mowed as needed to control thatch accumulation; during after growth or prior to over seeding. | As Needed |
| * Bare, thin areas of premium turf reseeded as needed to maintain a uniform stand of turf. | As Needed |
| * No standing water or dry areas. Premium turf surfaces to be maintained to enhance drainage through elimination of low spots and relief of compaction. | As Needed |
| **IRRIGATION SYSTEM** | |
| * Fully operational with complete coverage. | Adjust as Needed |
| * System free of leaks. | Repair as Needed |
| * Heads properly adjusted with rotations and arcs set to reduce water run off. | Check 2 Times Monthly; Adjust as Needed |
| * Irrigation systems fully automated and set to run at specific times to minimize water evaporation and waste. | Irrigation Checked Twice Monthly During Season  Off Season Maint: Set Minimally, 1 Time Per Week |
| **ORNAMENTAL PLANTS** | |
| * Plants healthy. | Address as Needed |
| * Plant beds free of litter, cobwebs, debris and weeds. | Weeds Sprayed Two Times Per Year; Litter Daily; Mechanical Control As Needed |
| * Plant selection appropriate for season and area usage. | Confer with UC Extension Office |
| * Plant beds fertilized at rate of one pound nitrogen per thousand square feet. High levels of phosphorus and potassium should also be included. | Spring or Fall |
| * Pre-emergent herbicide applied. | Twice Annually  Mid Jan & Mid Sept |
| * Pruning performed to control growth and remove damaged or diseased limbs. | Annual  Fall or Winter |
| * Post emergent and mechanical removal of weeds in plant beds. | As Needed |
| * Additional applications of fertilizer to premium site ornamental plants to maintain growth. | As Needed |
| * Annual color at high profile entrances if budget allows | As Budget Will Allow |
| **TREES** | |
| * Trees staked until able to support themselves at which time stakes are removed. | As Needed |
| * Trees pruned to remove diseased or damaged limbs and maintain desired shape and structure according to A.S.A. standards. | Heavy Pruning Annual  (Mid Winter); Light Pruning as Needed |
| * Pruning of trees contracted when trees exceed 25 feet in height. Large trees targeted for pruning once every 6-8 years or as needed. | Annual by Contract (Mid Winter); or as Needed for Hazardous Conditions |
| * At no time should overhanging limbs from trees impede pedestrians or present a hazard to those in park. | As Observed, Remove Hazard & Report to Supervisor |
| **DRINKING FOUNTAINS** | |
| * Fountains cleaned. | Daily |
| * Fountains accessible and operational. | Check Daily |
| * Fountains free of standing water and debris. | Check Daily, Remove as Needed |
| **SIGNAGE** | |
| * Park identification signs secure and properly installed in a noticeable location. Clean, legible and clear of debris and weeds. | Check & Repair As Needed Daily |
| * Handicap parking signs secure and properly installed in a noticeable location. | Check & Repair as Needed Daily |
| * Park “rules” signs secure and in a noticeable location. Clean, legible and clear of debris. | Check Weekly; Repair as Needed |
| * Restroom signs are secure and visible. Clean, legible and clear of debris. | Check Daily; Repair as Needed |
| **WALKWAYS** | |
| * Walkways have a uniform surface and are level with the ground and free of trip hazards. | Check Monthly and Repair or Remove as Needed |
| * Walkway free of litter and debris. | Blown Daily |
| * Walkways have unobstructed accessibility, free from low and protruding limbs, guide wires, etc. | Check Daily and Remove as Needed |
| * Walkways are neatly edged. | Weekly During Growing Season (March-Oct); Monthly During Off Season (Nov-Feb) |
| * Walkways are clear of weeds and grass growth in cracks and expansion joints. | Spray Monthly Year Round |
| **TRASH RECEPTACLES** | |
| * Receptacles emptied and liners replaced if over 1/3 full or if contents are unsanitary. | Check Daily |
| * Receptacles secured to slabs to prevent theft or tipping. * (Note: There are some portable receptacles during times of high use.) | Daily; Repair as Needed |
| * Wood receptacles painted and free of damage or missing parts. | Daily; Repair or Paint as Needed |
| * Hardware for wood receptacles intact. | Daily; Repair as Needed |
| * Concrete receptacles intact and free of cracks or damage. | Daily; Repair as Needed |
| * Metal receptacles intact, smooth and free of catch points. | Daily; Repair as Needed |
| * Area around trash receptacles, roll off containers and dumpsters are clean and free of trash and debris. | Check Daily, If Roll Off Container/Dumpsters Overflowing Report to Maintenance Office |
| **FENCING** | |
| * Hardware, gates, latches intact and operational. | Check Weekly; Repair as Needed |
| * Wood fences intact, structurally sound and free of deterioration and splintering. | Check Weekly; Repair as Needed |
| * Nails and screws flush with surface on wood fencing to eliminate catch and hang points. | Check Weekly; Repair as Needed |
| * Fencing material properly secured to support rails to prevent roll up. | Check Weekly; Repair as Needed |
| * Ornamental fencing free of rust and properly painted. | Check Weekly; Repair as Needed |
| **LIGHTS** | |
| * All security and facility lights operational. | Upon Report by Users, Rangers, Supervisors, Site Supervisors, Repair, Replace, Reset As Needed |
| * No electrical conducting wires exposed. | Address as Needed |
| **PARKING LOTS** | |
| * Parking lot free of litter and debris. | Blown Off as Needed |
| * Parking lot free of standing water. | Remove as Needed |
| * Parking lot free of graffiti. | Remove as Needed Within 24 Hours of Reporting |
| * Parking lines visible. | Address as Needed |
| * Parking lots free of potholes. | Repair Within One Month of Noted Need |
| * Parking lots evenly surfaced. | Address as Needed |
| * Parking lot islands free of weeds and debris. | Remove Daily |

SHELTERS AND PAVILIONS:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| **SHELTERS/PAVILIONS** | |
| * Shelters clean, sanitary and free of graffiti | Daily; Before and After Rentals, Graffiti Removed Within 24 Hours |
| * Shelter lights and electrical outlets operational. | Check Weekly; Repair or Replace as Needed |
| * Shelters structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles. | Check Weekly and Repair or Replace as Needed |
| * Signage with reservation and rule information and emergency telephone numbers in a noticeable location. | Check Weekly; Repair or Replace as Needed |
| **TABLES (SHELTERS AND FAMILY PICNIC PADS)** | |
| * Tables clean, free of rust, mildew and graffiti. | Check Daily and Repair as Needed; Graffiti Removed Within 24 Hours |
| * Table hardware intact and boards or planks properly secured. | Check Weekly and Repair as Needed |
| * Table seats and tops smooth with no protrusions and no exposed sharp edges or pointed corners. | Check Daily and Repair as Needed |
| **GRILLS (SHELTERS AND FAMILY PICNIC PADS)** | |
| * Grills operational, free of rust and metal deterioration. | Check Daily and Repair as Needed |
| * Grills clean and free of grease and ash build-up. | Daily |
| * Underbrush, low limbs and debris cleared from grill area to reduce possible fire hazard. | Check Daily and Remove as Needed |

ATHLETIC FIELDS:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| **TURF MAINTENANCE** | |
| * Athletic fields free of litter and debris. | Daily |
| * Turf free of holes and safety hazards. | Check Daily; Repair as Needed |
| * Soccer and football turf mowed at a height of ¾ to 1 ¼ inches. | 1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth |
| * Baseball turf outfields mowed at a height not to exceed ¾ to 1¼”. | 1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth |
| * Hybrid Bermuda turf infields mowed at a height not to exceed 1 inch. | 1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth |
| * Athletic fields fertilized at a rate of ½ pound nitrogen per thousand square feet per month of growing season. Other nutrients applied to promote optimum growth based on deficiencies identified by soil testing. | Frequency Dependent On Fertilizer Source |
| * Athletic fields aerated. Frequency dependent on amount of use and compaction. | Annually Minimum |
| * Athletic fields verticut as needed to control thatch buildup. | Annually (Complete During Growing Season) |
| * Athletic fields free of rodents and associated hazards. | As Needed |
| **INFIELD MAINTENANCE** | |
| * Infield watered and dragged in alternating directions. | As Needed |
| * Skinned infields free of weeds, grass and debris. | As Needed |
| * Infields free of rocks, dirt clods and debris. | As Needed |
| * Infields have uniform surface free of lips, holes and trip hazards. | Minor Build Up as Needed; Major Annually |
| * Infields well drained with no standing water areas. | Address as Needed and As Able |
| * Base pegs properly installed, level, at the proper distances and marked with Indicators. | Check When Dragged; Repair as Needed |
| * Lines, borders and boundaries crisp, straight and well marked. | Prior to Scheduled Play |
| * Skinned areas have proper moisture level for intended usage. | Check During Season and Scheduled Play and Correct As Necessary |
| * Pitching mounds constructed at the proper height, level and dimensions as set forth by league specifications and requirements. | Check During Season and Scheduled Play and Correct As Necessary |
| **BACKSTOPS & DUGOUTS** | |
| * Backstop fencing 9-gauge double knuckle wire galvanized chain link. | Informational Item |
| * Fencing material is properly secured to support rails. | Check Weekly; Repair or Replace As Needed |
| * Fencing free of holes, protrusions and catch points. | Check Weekly; Repair or Replace As Needed |
| * Fabric straight and free of bending and sagging. | Check Weekly; Repair or Replace As Needed |
| * Backstop netting properly installed, secured to support poles, tight with no sagging or holes. | Check Weekly; Repair or Replace As Needed |
| * Gates and latches operational. | Check Weekly; Repair or Replace As Needed |
| * Backstop boards properly secured to support rails. Nails, screws, and bolts are flush with the surface. | Check Weekly; Repair or Replace As Needed |
| * Backstop boards intact, painted pre-season, smooth, structurally sound and free of cracking and splintering. | Check Weekly; Repair or Replace As Needed |
| * Dugout benches intact, painted pre-season, smooth, structurally sound, and free of cracking and splintering. Nails, screws, and bolts flush with the surface. | Check Weekly; Repair or Replace As Needed |
| * Backstop board, dugout boards and dugout benches free of graffiti, spitballs, cobwebs, dirt, mud, weeds and cobwebs. | Check Weekly; Graffiti Removed Within 24 Hours |
| * Dugout areas free of trash and debris. | Daily |
| **LIGHTS & ELECTRICAL OUTLETS** | |
| * Electrical lighting systems and components operational. | Repaired and Replaced as Reported |
| * Lamps for each field operational. | Checked Quarterly Pre-Season and Replace as Needed or as Reported |
| * No electrical conducting wires exposed. | Repair When Found |
| **SCOREBOARD SATELLITES** | |
| * Scoreboards free of graffiti. | Remove Within 24 Hours |
| * Scoreboards have required amount of hooks for scoreboard numbers. | Check Weekly During Season; Repair or Replace As Needed |
| * Padlocks to each satellite have a uniform lock and operational. | Check Weekly During Season; Repair or Replace As Needed |
| * Score satellites painted pre-season, free of debris and spider webs. | Check for Debris Weekly; Pesticide Spray Monthly |
| * Satellite benches and score tables painted pre-season and in good working condition. | Check Weekly During Season |
| **BLEACHERS** | |
| * Bleachers secured to concrete pads or firmly anchored to ground. | Check Weekly, Repair as Needed |
| * Hardware is intact. Screws and bolts flush with the surface. | Check Weekly, Repair as Needed |
| * Seating surface clean, smooth, and free of protrusions and catch points. | Check and Blow Off Daily; Wash as Needed, Repair as Needed |
| * Bleacher areas have trash receptacles and are in good condition. | Check Daily, Repair as Needed |
| * Bleachers cleaned of any trash or debris. | Daily |
| * Bleacher areas free of weeds, grass and debris. | Daily |

ATHLETIC COURTS:

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| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| **SURFACING** | |
| * Surface smooth, level and well drained with no standing water. | Check 2 Times Per Week; If Problem, Resolve Within One Month |
| * Surface free of large cracks, holes and trip hazards. | Repair as Needed |
| * Surface free of litter, debris, gravel and graffiti. | Courts Washed Weekly; Blown Off as Needed; Graffiti Removed Within 24 Hours |
| **LIGHTS** | |
| * Electrical systems and components operational. | Check Monthly; Report Needed Repairs to Maintenance Office |
| * Lamps for each court operational. | Checked Quarterly and Replace as Needed or as Reported |
| * Timers properly set for specific hours of operation. | Check Monthly and Change as Needed |
| **FENCING** | |
| * Fencing material is 9 gauge double knuckle galvanized chain link. | Information Item |
| * Fencing material properly secured to support rails. | Check Weekly; Repair or Replace as Needed |
| * Support rails properly connected and straight. | Check Weekly; Repair or Replace as Needed |
| * Fencing free of holes, protrusions and catch points. | Check Weekly; Repair or Replace as Needed |
| * Fabric straight and free of bending and sagging. | Check Weekly; Repair or Replace as Needed |
| * Gates and latches operational. | Check Weekly; Repair or Replace as Needed |
| * Windscreens tightly secured to fencing and free of tears and holes. | Check Weekly; Repair or Replace as Needed |
| **BASKETBALL GOALS AND BACKBOARDS** | |
| * Goals and backboards level with hardware intact. | Check Weekly; Repair as Needed |
| * Goals and backboard properly painted with no graffiti. | Check Weekly; Graffiti Removed Within 24 Hours |
| * Support poles secure in the ground and straight. | Check Weekly; Report Needed Repairs to Maintenance Office |
| * Nylon nets properly hung and not torn or tattered. | Check Weekly; Replace as Needed |
| * Metal chain nets will not be used. | Information Item |

RESTROOMS:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Doors opened each day, locked each night. | Opened Daily By Parks Staff by 8 a.m.; Locked at night |
| * Restrooms clean, sanitary and properly stocked with paper products. | Daily Upon Arrival to Work & Before Leaving; More If Needed |
| * Restrooms free of graffiti, spitballs and cobwebs. | Check Daily; Graffiti Removed Within 24 Hours |
| * Lights and ventilation systems operational. | Check Weekly; Report Problems to Maintenance Office |
| * Toilets, water faucets, doors and hand air dryers operational. | Check Daily and Repair as Needed |
| * Entrances properly marked according to gender. | Check Daily and Repair or Replace as Needed |
| * Interior and exterior painted surfaces to be kept in presentable condition. | Minor Touch Up as Needed by Staff. Major Work Reported to Maintenance Office for Contracting |

SWIMMING POOL:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Pool and pool area clean and free of litter and debris. | Daily |
| * Water meets health code requirements. | Checked at Least Every Two Hours During Season and Periodically Off Season |
| * Temperature regulated according to season and usage pattern. | When Heater is Used Temperature Between 74° and 78° F |
| * Scum gutters cleaned when water is present in the pool. | Daily |
| * Pool vacuumed frequently enough to be clean and sparkling. | Once Monthly Off Season, Twice Weekly During Season |
| * Chemical balance maintained at all times while pool is operational. | Constantly Being Maintained by the Chemical Automated System; If Problem, Repair as Needed |
| * Pool restrooms, shower areas and dressing rooms cleaned and sanitized when pool is in operation. | Daily |
| * Signage maintained and pool area secured when unattended. | Check Daily; Report Needed Repairs to Maintenance Office |
| * Filter room equipment and safety equipment maintained operational and safe for constant usage. | Daily |

PLAYGROUNDS:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Playgrounds inspected. | Daily |
| * Play equipment and hardware intact and free of wear. (Check for worn parts, loose bolts, loose “S” hooks, chains, seats, exposed footings or potential hazards.) | Repaired, Made Safe & Secured Immediately |
| * Play equipment repaired and/or maintained. (Defective equipment should be replaced using manufacturer’s parts and/or specifications.) | If Equipment Not Available at TVRPD, Order Within One Week. Install Within One Week of Receipt from Manufacturer |
| * Play equipment moving parts lubricated. | Quarterly |
| * Play equipment painted. | As Needed |
| * Play equipment free of graffiti. | Remove Within 24 Hours of Observation |
| * Fall surface clean, level and free of litter and debris. | Daily |
| * Fall surface materials raked into fall zones. | Daily |
| * Rubber cushion surfaces free of holes and tears and secure to base material and curbing. | Check Daily; Report Needed Repairs to Maint Office |
| * Playground borders well defined and intact. | Check Daily and Maintain as Needed |
| * Playground borders comply with Americans with Disabilities Act (ADA) | Check Daily and Address as Needed |
| * Benches smooth, intact, structurally sound and free of catch points. | Check Daily; Repair as Needed |

DOG PARK:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Bag dispensers available, free of graffiti, and fully operational. | Check Daily; Graffiti Removed Within 24 Hours |
| * Dog play area free of feces. | Daily |
| * Signs for designated off-leash areas are legible, free of graffiti and properly installed in noticeable location. | Check Daily; Repair or Replace as Needed; Graffiti Removed Within 24 Hours |
| * Waste receptacles are available and contents disposed of. | Daily As Needed |
| * Turf and trees maintained per above standards under Parks – General |  |

PARK MAINTENANCE STORAGE AREAS:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Kept in clean and orderly manner. | Inspected by Supervisor Weekly |
| * Free of trash, empty containers, dirty rags, etc. | Daily |
| * Clips and debris stored in roll-off dumpsters. | Remove Dumpster When Full |

UNDEVELOPED SITES:

|  |  |
| --- | --- |
| **STANDARDS** | **FREQUENCY** |
| * Inspected for safety hazards; hazards repaired or removed. | Drive-by Inspection Weekly; Hazards Repaired or Removed Upon Discovery or As Reported |
| * Sites disked to discourage weed growth. | Annually  Mid to Late Spring |
| * If weeds exceed one foot in height, mow site to discourage further growth. | Mow As Needed |
| * If weeds, especially tumbleweeds, are still present after disking and mowing, manual remove. | Manual Remove As Needed or Reported |
| * Area kept free of unsightly debris and litter. | Monthly |
| * Signs are legible, free of graffiti and properly installed in noticeable location. | Check Monthly; Graffiti Removed Within 24 Hours of Discovery; Repair or Replace Sign As Needed |
| * Fencing in proper repair if applicable. | Checked During Above Inspections; Repaired as Needed |

 Chapter 9-200: Facility Standards

Policy No: 9-200

**Work Schedule**

Custodial work schedules vary dependent upon individual facility needs. Custodial staff work year round, hours vary.

**Custodial Priorities**

In determining schedule of custodial work, a number of factors arise. However, with all other factors remaining equal, the schedule of work will be based on the following priority ranking:

|  |  |
| --- | --- |
| 1. Health and Safety 2. Function or Purpose 3. Preventative Maintenance 4. Funding Capabilities | 1. Aesthetics 2. Community Desires 3. Participant Convenience |

**Custodial Standards**

The following minimum cleaning standards are expected:

|  |  |
| --- | --- |
| **FACILITY AMENITY** | **STANDARDS** |
| Restrooms | **DAILY**  Sweep and wet mop floor with cleaner.  Clean and sanitize sinks, toilets, and urinals, including handles.  Clean all door handles.  Clean and restock dispensers daily as needed.  Clean mirrors.  Empty, clean and sanitize trash receptacles; replace liners.  Sanitize partitions as needed.  Remove cobwebs as noticed.  Wash walls as needed.  **MONTHLY**  Clean doors and frames monthly or more if needed.  **EVERY THREE MONTHS**  Clean light fixtures, ceiling vents, and baseboards.  **ANNUALLY**  Strip, wax and buff floors (2 times per year, if needed) |
| Meeting Rooms  Activity Rooms  Offices | **DAILY**  Dust mop hard surface floor and vacuum carpet.  Spot or wet mop floor as needed.  Empty trash receptacles; wash and replace liner if needed.  Remove cobwebs as noticed.  Clean spots on carpet or furnishings as noticed, as time will allow.  Clean smudges on walls and windowsills as noticed.  **WEEKLY**  Dust hard surfaces i.e. desks (if accessible), file cabinets, tables, chairs, and bookshelves.  Clean windowsills.  Clean meeting room tables every two weeks or more depending upon usage.  **MONTHLY**  Clean inside of windows.  Clean doors and frames.  **EVERY THREE MONTHS**  Clean lights fixtures, ceiling vents, and baseboards.  Clean furniture every three months.  **ANNUALLY**  Carpet professionally cleaned.  Heavy traffic areas may need cleaning more frequently.  Strip, wax and buff floors (two times per year, if needed). |
| Hallways | **DAILY**  Dust mop hard surface floor and vacuum carpet.  Spot or wet mop floor as needed.  Remove cobwebs as noticed.  Clean drinking fountains.  Clean spots on carpet or furnishings as noticed, as time will allow.  Clean smudges on walls and windowsills as noticed.  **MONTHLY**  Clean doors and frames.  **EVERY THREE MONTHS**  Clean light fixtures, ceiling vents, and baseboards.  **ANNUALLY**  Carpet professionally cleaned.  Heavy traffic areas may need cleaning more frequently.  Strip, wax and buff floors (two times per year, if needed). |
| Lobby Areas | **DAILY**  Dust mop hard surface floor or vacuum carpet.  Spot or wet mop floor as needed.  Clean and dust reception countertops and furnishings.  Empty trash receptacles; wash and replace liner if needed.  Arrange furniture in an orderly fashion.  Remove cobwebs in lobby and entrance area as noticed.  Clean glass doors.  Clean “walk off” mats.  Clean spots on carpet or furnishings as noticed, as time will allow.  Clean smudges on walls and windowsills as noticed.  **WEEKLY**  Sweep outside entrance area as needed.  Clean inside and outside of windows every two weeks, including windowsills.  **MONTHLY**  Clean doors and frames.  **EVERY THREE MONTHS**  Clean light fixtures, ceiling vents, and baseboards.  Clean furniture every three months.  **ANNUALLY**  Carpet professionally cleaned.  Heavy traffic areas may need cleaning more frequently.  Strip, wax and buff floors (two times per year, if needed). |
| Gymnasiums | **DAILY**  Dust mop floor, including under bleachers, daily or more if needed.  Spot or wet mop floor as needed.  Empty trash receptacles daily or more if needed.  Sanitize trash receptacles and replace liners as needed.  Clean drinking fountains.  Clean smudges on walls as noticed.  Remove cobwebs as noticed.  **WEEKLY**  Clean bleachers one time per week or more, dependent upon usage.  Clean “walk off” mats two times per week as needed.  **ANNUALLY**  Dust windows in gym annually. |
| Shower and Dressing Areas | **DAILY**  Sweep floor.  Disinfect shower and floor areas.  Clean/disinfect fixtures and sinks.  Clean mirrors.  Empty, clean and sanitize trash receptacles; replace liners as needed.  Showerheads operational and mildew free.  Clean and polish fixtures.  Floor drains in place and free of debris. |

**Maintenance Standards for Facility Ceilings**

* Cobwebs removed daily as noticed.
* Ceiling vents checked for dust and cleaned out quarterly. Dining hall and kitchen ceiling vents cleaned monthly.
* Noticeably damaged and water stained ceiling tiles replaced as noticed.

**Maintenance Standards for Lights and Light Fixtures**

* Interior lights checked and bulbs replaced as needed.
* Cobwebs removed from skylights and decorative lighting as noticed.
* Malfunctioning fluorescent lights replaced as noticed.
* Broken light covers or globes replaced as noticed.

**Maintenance Standards for Drinking Fountains**

* Drinking fountains cleaned and sanitized daily.
* Malfunctioning drinking fountains reported to facility supervisor.

**Maintenance Standards for Tables and Chairs**

* Cleaned, dusted and in good working condition.
* Stacked properly and accessible.
* Check for and remove gum from under chairs monthly.
* Check for broken and missing screws on chairs monthly.

**Activity Set-Up and Take Down**

Custodial work duties include facility set up and take down in preparation for programs and activities conducted at TVRPD facilities. Custodial staff will be directed by the facility supervisor regarding facility set up and take down needs.

**Custodial Storage Areas**

Custodial staff is responsible for maintenance of the custodial storage areas as follows:

* Always clean and store equipment and supplies after each use in an area designated for custodial storage.
* Custodial closets should be kept clean and orderly (do not allow trash, empty containers, dirty rags, etc. to collect).

**Care of Custodial Equipment**

Custodial staff is responsible for the proper care and use of custodial equipment and materials:

Dust Mop

* Shake out the dust mop completely.
* Brush the mop out with a stiff brush.
* Re-spray it lightly with your dust mop treatment.
* Store your clean retreated mop in a plastic bag so the dust mop treatment will absorb properly into the dust mop fiber.
* If you have a launderable dust mop, wash it occasionally in hot or warm water.

Wet Mop

* Rinse out after each day’s use.
* Wring as dry as possible and place back in bucket.

Mop Buckets and Wringers

* Empty mop bucket, rinse after a job is completed.
* Also rinse wringers.

Vacuums

* Do not allow vacuum bag to overfill; this greatly reduces power.
* Check the belt often.
* Remove threads or hair wrapped around the brush.
* Wipe down vacuum one time per week.

Chemicals and Supplies

* Read directions and use a measuring cup when diluting chemicals in water.
* When storing chemicals, make sure the cap or lid is on tight and that the chemicals are stored in a safe and secure area.
* MSDA (Material Safety Data) Sheets are available and on file in the building in which a chemical is used.

**Inventory**

Custodial staff should maintain an accurate inventory of necessary cleaning materials and equipment and restock as needed. For more information, contact the Operations Manager.

 Chapter 9-300: Key and Security Access Control

Policy: 9-300

This policy is designed to facilitate the issuance of; define responsibility for; and encourage responsible care of District facility keys and security access codes.

The following guidelines for the issuance of keys and security access codes must be observed:

* Keys and security access cards will be issued to only those persons who must have them to perform their job or provide their service.
* The issuance of keys and security access codes for District facilities will be kept at a minimum.
* All keys must be returned by key holders prior to separation from the District.
* All lost or stolen keys must be reported to the holder’s supervisor and Operations Manager immediately upon discovery.
* Duplication of District keys and security access cards by holders is strictly prohibited.

**Operations Manager Responsibilities**

* Purchase, maintain, and install locks and other door hardware.
* Maintain all key and security access control files and records.
* Upon authorization by District supervisors, issue keys and security access codes.
* Manufacture keys as needed.
* Securely store all unassigned or unused District keys.
* Investigate loss or theft of District keys and security access cards when possible.
* Quarterly, furnish supervisors a list of all persons in possession of keys and security access codes.
* Using weekly employee separation list, work with supervisors to ensure key holders return keys and security access codes are deactivated.

**District Supervisor Responsibility**

* Authorize and request from the Operations Manager the issuance of keys and security access codes for persons who must have them to perform their job or provide their service (at the lowest level of key possible to satisfy access needs).
* Ensure that Key Authorization and Security Access Authorization Codes are signed.
* Distribute keys and security access codes to employees upon receipt of such items from the Operations Manager.
* Quarterly, review a list of key and security access code holders to verify that holders still have a need for keys and security access.
* Prior to separation from District service or transfer of employee from one location to another, the supervisor is responsible for informing the Operations Manager of the need to deactivate security access codes; for collecting keys that have been issued to employees; and forwarding those keys to the Operations Manager.

**Key and Security Access Code Holders’ Responsibility**

* Sign the Key Authorization Form for keys received acknowledging the key responsibility statement on the form.
* Sign the Security Access Authorization Form.
* Maintain personal possession of District issued keys and security access codes.
* Lending of District issued keys and security access cards to other persons is prohibited.
* Duplication of District issued keys and security access cards is prohibited.
* Lost or stolen keys and security access cards must be reported to unit supervisor and the Operations Manager.
* Upon transfer to another unit or division, inform supervisor or Maintenance Foreman if current keys or security access is no longer needed.
* Inform supervisor and/or Operations Managerif performance of job duties no longer requires key or security access.
* Upon separation from the District, return keys to unit supervisor and/or Operations Manager.

 Chapter 9-400: Park and Facility Reservations

**Reservations and Applications for Use of Facility** Policy: 9-401

Certain facilities supervised and operated by Tehachapi Valley Recreation and Park District shall be available on a reservation basis to groups and individuals for social, cultural, or recreational activities as provided herein. Reservations must be made in advance. Next day reservations are not permitted. Facility reservations for an upcoming weekend event must be made no later than Thursday two-weeks prior to the event. Please Note: Aspen Builders Inc. Activity Center, large reservations, including tournaments and/or reservations requiring a Certificate of Insurance, special site preparation, or special staffing will require an earlier deadline as determined by the TVRPD office.

The procedure for acquiring use of facilities shall be as follows:

* Individuals or groups desiring use should contact the District to ascertain if the group is eligible to use the facility and if a date is available.
* If eligibility and date are satisfactory, the person desiring use must complete the “Application for Use of Facility” form.

The application form for use of facilities shall be completed to the fullest extent possible. All applications shall bear the signature of an adult 21 years of age or older who is a duly authorized representative of the organization making the request and, further, such application shall contain an agreement whereby the applicant agrees to reimburse Tehachapi Valley Recreation and Parks District for any loss or damage to District property caused by such use.

* If insurance is required, a copy of the reservation form should be forwarded to the District Office (Administration Department).
* Any organization or group using a District facility shall disclose affiliations with, sponsorships by, or sanctions of another organization/group connected with use of the TVRPD facility.
* If the application for use of facility is found to be in good order, the use of facility will be granted. The prescribed time should include all time necessary, including time needed for preparation and cleanup.
* Groups should plan to enter and leave the facility at the time specified on the Use of Facility form.

**Hours of Use**

Facilities will be available for reserved use Monday through Sunday during normal park hours, generally sunrise to sunset subject to scheduling and approval by the facility supervisor. Exceptions may be granted.

**Use of Alcohol at Reservations**

Alcohol is not permitted at District parks and facilities; however, alcohol will be permitted inside the TVRPD Aspen Builders Inc. Activity Center on a limited basis only. (See Policy 9-405 – Alcohol Relating to Reservations.) Also see TVRPD Ordinance 01-10.

**Use Not Granted**

In accordance with General Policy, use of facilities shall not be granted when, for any reason, such use may not be in the best interest of the District or to any party or organization, political or otherwise, that advocates overthrow of the government of the United States or of the State of California by force or violence or other unlawful means.

**General Statement and Classification of Groups** Policy: 9-402

It is the general policy of Tehachapi Valley Recreation and Park District that recreation and park facilities be used primarily for non-profit community leisure programs of resident organizations and persons.

To provide for public leisure activities in the best interest of the community at large, the recreation and park facilities will normally be administered in accordance with the following classifications:

**Partnerships**

Schools and other partnerships that have a special relationship with the District for the provision of joint programs, activities, and facilities. Schools include elementary and junior high schools located within District boundaries and all high schools within the Tehachapi Unified School District.

**Classification 1: Non-Profit Organizations**

Primarily recreational, educational, cultural, or special interest recreational groups having open membership serving the general public. These may include, but are not limited to, sports organizations, adult services, social, cultural and/or sports oriented organizations, church groups, and homeowners’ associations.

**Classification 1: Youth Organizations**

With the primary goal of serving the youth of the community. A majority of the membership attendance must be persons eighteen (18) years of age and under. This would include, but not necessarily be limited to, Boy Scouts, Y.M.C.A., Y.W.C.A., Boys and Girls Club, 4H Groups, District groups, schools and youth organizations.

**Classification 1: Senior Organizations**

With the primary goal of serving the seniors of the community. A majority of the membership attendance must be persons 60 years of age and over.

**Classification 2: Private**

Individuals, groups and organizations that utilize District facilities for private functions such as wedding receptions, Bar Mitzvahs, Quincineras, and family parties. This classification also includes non-profit groups and organizations that have closed membership and fraternal clubs. In addition, this classification includes use by businesses for employee training workshops or seminars, holiday parties, conventions, or other business meetings.

**Classification 3: Profit**

All profit-motivated events that are oriented toward private gain. These may include but are not limited to events where sales are made, potential buyers are developed, product shows, certain fundraising events not covered by classifications 1–3 and any activity where the end result of the event could result in sales, potential income or other profit for the user.

**Payment of Reservation Fees** Policy: 9-403

**Reservation Fee Schedule**

A reservation fee schedule is established to cover normal costs incurred during reservations.

**Payment of Reservation Fees**

The entire reservation fee is due at the time of application for use of facility unless an agreed upon payment method has been approved by the District Office. All checks shall be made payable to Tehachapi Valley Recreation and Parks District (TVRPD).

**Balance of Reservation Fee**

If a payment method has been agreed upon, the balance of the reservation fee is due two weeks prior to use date or as outlined in the Use of Facilities form. All reservation permits for ongoing use of facilities must be renewed on an annual basis.

**Cleanup/Damage Deposit**

A cleanup/damage deposit will be required, made in guaranteed funds (ex. Cash, cashier’s check, or money order), for use of meeting rooms, recreation buildings/rooms, gymnasiums, dining halls, kitchens, and pavilions (please refer to Facility Use Agreement Form). Other facilities will require a different cleanup/damage deposit. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The cleanup/damage deposit shall otherwise be refunded.

**Insurance Requirements for Reservations**  Policy: 9-404

General liability insurance is generally required for the following reservations:

* Events where more than 200 people will be attending.
* Non-District tournaments.
* Events open to the general public.
* Events where admission fees will be charged.
* Events where animals will be present (i.e., dog shows).
* Other special events.
* An organization’s reserved use of TVRPD facilities through contracts/agreements.
* Use of District pools for swim clubs, school programs, etc.
* An organized league or team using TVRPD facilities for “games.”
* Use of portable structures and/or equipment during a reservation (examples include but are not limited to inflatable jumpers, large barbecue trailers, and portable restrooms).
* Applicants and/or vendors providing portable structures/equipment will be required to provide a Certificate of Insurance and Endorsement naming the District as additional insured.

NOTE: Meeting room reservations do not generally require insurance unless the renter wants to use the facility for a purpose outside the normal use for facility and that use may present an exposure to risk (this includes meeting rooms, activity rooms and game rooms). Call the District Office for help in evaluating.

NOTE: If insurance is required for a reservation, a copy of the insurance certificate must be forwarded to the District Office two weeks prior to event.

**Procedures for Reservations Requiring Insurance**

When insurance is required, a Certificate of General Liability Insurance must be provided at least two weeks prior to the reservation event as follows:

* Certificate of General Liability Insurance in an amount not less than $2,000,000 per occurrence; $2,000,000 aggregate with no per person sub-limit. The facility user’s insurance shall be primary as respects to any loss or liability arising directly or indirectly from the insured’s operations. Tehachapi Valley Recreation and Park District shall be listed as the Certificate Holder; and
* A separate second page “Endorsement” naming Tehachapi Valley Recreation and Park District as additional insured.

Certificate Holder should be listed as follows:

Certificate of Insurance naming Tehachapi Valley Recreation and Park District as additional insured. The following wording must be included on the Certificate of Insurance:

**“The Tehachapi Valley Recreation and Park District,**

**its Agents, Officers, Directors, Employees and Representatives**

**are named as additional insured.”**

NOTE: If unable to provide a Certificate of Insurance, the applicant may request purchase of a certificate through the District’s special event liability group insurance program (coverage must be qualified by the insurance program).

**Alcohol Relating to Reservations** Policy: 9-405

Alcohol is not permitted at District parks and facilities, however, alcohol will be permitted inside the TVRPD West Park Activity Center on a limited basis only as stated below.

**Criteria for Use of Alcohol at the TVRPD Aspen Builders Inc. Activity Center**

Alcohol will be permitted **inside** the TVRPD Aspen Builders Inc. Activity Center for fund-raising events planned by certain not-for-profit groups that meet ALL of the following criteria:

* The group directly responsible for organizing/running the event must have an up-to-date non-profit status. A current proof of 501.c.3 status is required at the time of reservation.
* Service of alcohol will be for fund-raising purposes only. This will include the direct sale of alcohol to benefit the group or cause or the sale of tickets to the event where proceeds go to benefit the group or cause.
* No alcohol will be served after 11:00 p.m.

**Policies Related to Use of Alcohol at TVRPD** Aspen Builders Inc. Activity Center

Groups seeking to reserve the TVRPD Aspen Builders Inc. Activity Center for events that include alcohol must adhere to the following policies or risk cancellation of the event and possible forfeiture of deposits/fees:

* The rental group shall be responsible for acquiring all necessary alcohol licenses and permits required by the California Department of Alcoholic Beverage Control (ABC). Costs for these permits and licenses are the sole responsibility of the rental group and a copy of all permits and licenses is required two (2) weeks prior to the event date. Failure to provide proper permits and licenses will result in cancellation of the event.
* The rental group must provide a Certificate of Liability Insurance in an amount not less than $2,000,000 per occurrence with no per person sub-limit and must provide host liquor liability coverage. TVRPD should be listed as the Certificate Holder. A separate endorsement naming Tehachapi Valley Recreation and Park District as additional insured is required. The facility user’s insurance shall be primary as respects to any loss or liability arising directly or indirectly from the insured’s operations. If the rental group is unable to provide a Certificate of Insurance, the group may request purchase of a certificate through the District’s special event liability group insurance program (coverage must be qualified by the insurance program). Proof of insurance is required two (2) weeks prior to the event date. Failure to provide proof of insurance will result in cancellation of the event. Any cost for this level of insurance is solely the responsibility of the rental group.
* The rental group shall be responsible for providing professional licensed and bonded security for the event using an approved security firm or agency as follows:

|  |  |
| --- | --- |
| **Attendees** | **Security Personnel** |
| **1-100** | **1** |
| **101-200** | **2** |
| **201-300** | **3** |
| **301-400** | **4** |

Proof of security arrangements is required two (2) weeks prior to the event. Failure to provide proof of arrangements will result in cancellation of the event. Any fees or costs associated with the hiring of security personnel is the sole responsibility of the rental group and should be paid directly to said security firm.

* One staff member is always included in the regular rental fees. These fees shall be covered by the rental group and paid to TVRPD. For groups with an expected attendance in excess of 250 people TVRPD will require additional staffing at a cost of $35 per hour per each additional staff member.
* A cleanup/damage deposit will be required. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The deposit will be refunded provided the need does not arise for its use.
* The rental group will be entirely responsible for setup and cleanup of “alcohol events” or risk forfeiture of cleanup/damage deposit.
* Events canceled less than two (2) weeks prior to the event date will be assessed a $100 cancellation fee which will be deducted from the cleanup/damage deposit.
* Alcohol will not be permitted outside of the TVRPD Aspen Builders Inc. Activity Center, even for groups that meet the above criteria for alcohol use at the TVRPD Aspen Builders Inc. Activity Center.
* Any individuals attending the event who are judged to be excessively inebriated or uncooperative (at the discretion of the TVRPD staff member in charge of the facility) must be escorted off the premises by the group or risk having the event shut down and the forfeiture of the deposit.

Violation of any of the above policies will result in possible cancellation of the event and/or forfeiture of deposits or fees.

**Security Relating to Reservations**  Policy: 9-406

Security officer(s) are required by Tehachapi Valley Recreation and Park District as follows:

* A building reservation where more than 200 will be attending.
* May, at the discretion of the District Manager, be required at special events and/or other large gatherings.

Costs for security shall be borne by the applicant. Applicant must obtain security services from a licensed security firm. The name of the licensed security firm being used must be provided to the District two weeks prior to the reservation event.

**Facility Rules Relating to Reservation**  Policy: 9-407

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the “Application for Use of Facility” form.

* Smoking is prohibited at all TVRPD facilities, and properties
* Consumption of alcoholic beverages (alcohol is allowed on a limited basis only at the TVRPD West Park Activity Center – see Policy 9-405) and the use of glass bottles or glass containers is prohibited at TVRPD facilities with the exception of West Park Activity Center.
* Vehicles must be parked in designated areas only. Driving on District turf is prohibited.
* Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen TVRPD equipment or property.
* Use of equipment and supplies is to be restricted to those formally authorized for use.
* No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police, and fire codes during their use of facility.
* For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
* Advertising, sales or solicitations for a reservation event must be approved by TVRPD.
* Admission charges must be approved by TVRPD.
* A TVRPD employee must be on duty at all times during the reserved use of TVRPD buildings.
* Pony rides, petting zoos, dunk tanks, and inflatable water features are not allowed at District rentals.
* The District is not responsible for lost or missing articles.

**Individual and Group Responsibility**

* Plans and decorations must be submitted and approved by Tehachapi Valley Recreation and Park District at the time of completion of the “Application for Use of Facility” form.
* The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form:
  + Putting up and taking down all decorations (including tape).
  + Setting up and taking down all furniture and returning the same to its proper storage area.
  + Any other preparation and cleanup associated with the activity being conducted.
* Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.
* At no time shall exits be covered or obstructed by decorations.
* Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Use of ice machines, where available, and sinks and counters is allowed. Cutting/slicing is not allowed on kitchen counters.

**Special Event Uses of Facilities**  Policy: 9-408

Special events are reservation events that require additional staff and/or maintenance support outside of the normal reservation requirements. Permission for use of District property for a special event may require authorization by the District Manager or designee.

Examples of special events may include but are not limited to:

|  |  |  |
| --- | --- | --- |
| * Admission fees charged to attend | * Company Picnics\* | * Festivals |
| * Animals are present | * Competitions | * Fundraisers |
| * Auto Shows | * Concerts | * Live entertainment shows |
| * Camps | * Consumer or trade shows | * Multiple Facility Reservations |
| * Carnivals | * Corporate events | * Open to general public |
| * Church Services (Generally Open to Public) | * Dances | * Political rallies |
| * Community events or fairs | * Exhibitions | * Tournaments |

\*Company Picnics will be considered “Special Events” if attendance exceeds shelter capacity, the reservation includes multiple facilities, or there are other contributing factors.

**Approval of the Event**

* Supervisor approval/signature is required for all special events.
* Park supervisors must be notified of special events.
* The applicant must submit a completed “Application for Use of Facility” form detailing all aspects of the special event including any equipment that will be brought onto District property.
* A fee will be assessed for payment of all direct and indirect costs expected to be incurred by the District as a result of the proposed event.
* The $100 non-refundable deposit will be applied toward the reservation fee.

**Applicant’s Responsibility**

* The applicant must provide a Certificate of Insurance for public liability and property damage (see policy regarding insurance).
* Use of non-district equipment or portable structures at District facilities must have prior approval from the District and require a Certificate of Insurance from the vendor providing the equipment.
* The applicant will be responsible for complete replacement or repair of any damaged or destroyed property of the District caused during the event.
* If applicable, applicant must present evidence of possession of the necessary business licenses, seller’s permit, nonprofit organization status, etc.
* If food is served/sold at the event, the applicant must obtain the appropriate permit(s) from the Kern County Health Department.
* The applicant must submit copies of advertising and promotional materials to the District prior to distribution.
* Security officer(s), at the discretion of the District Manager, may be required. All costs for security will be borne by the applicant (see policy regarding security).

**Reservation Fees**  Policy: 9-409

**Building Rentals**

Supervisor approval/signature is required for all building rentals.

* Decoration or preparation on day prior to event will be charged at a rate of $25/hour with 2-hour minimum, 4-hour maximum.

**Fees Based on Hourly Rates, Minimum Two Hour Rental**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facility** | **Capacity** | **Private** |  | **Deposit** |
|  |  |  |  |  |
| Aspen Builders Inc. Activity Center Meeting Room | 50 | $50 |  | $100 |
| Aspen Builders Inc. Activity Center Gymnasium | 250 | $75 |  | $400 |
| Aspen Builders Inc. Activity Center Entire Facility\* | 300 | $100 |  | $500 ($300 non-refundable) |
| Central Park  Stephen Shy Activity Center | 50 | $75 |  | $100 |
| Pool – Dye Natatorium | 150 | $90/$130 | n/a | $100 |

\*West Park Activity Center whole facility rental not to exceed $800/day regardless of hour rented.

**Dye Natatorium Pool**

Aquatic supervisor approval/signature is required for all pool rentals.

Rates for all groups: $90/$130

* No Parties over 150 in attendance.
* $100 Cleaning/Damage Deposit.
* Two-hour minimum reservation

**Picnic Pavilions/Shelters**

Supervisor approval/signature is required for all picnic shelters.

Rates for all pavilions: $75/day

* Schedule only one reservation per shelter per day.
* If there are two shelters at one site, okay to schedule a reservation for each shelter one time per day.
* Cleaning/Damage deposit of $100/pavilion is required.
* An electrical power source is available at all pavilions for $25.
* Per car gate fee is waived for first 15 vehicles for pavilion rental participants at Brite Lake
* Inflatable Jump Houses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facility** | **Location** | **Capacity** | **Tables** | **Barbecues** |
| Meadowbrook Pavilion | Westwood Boulevard | 60 | 3 | 1 |
| West Park Pavilion | 490 West D Street | 70 | 8 | 1 |
| Brite Lake Pavilion 1 | 22902 Banducci Road | 70 | 7 | 1 |
| Brite Lake Pavilion 2 | 22902 Banducci Road | 70 | 8 | 2 |
| Brite Lake Pavilion 3 | 22902 Banducci Road | 70 | 5 | 2 |
| Central Park Gazebo | Mojave & E Street | n/a | 0 | 0 |

* + Inflatable jump houses can only be brought onto District property if the customer has reserved a group picnic shelter or open turf area. Any exceptions must be referred to the responsible supervisor.
  + Inflatable jump houses may not be brought onto District property unless the vendor providing the inflatable jump house has proof of insurance on file with the District.

**BRITE LAKE USE FEES**

Brite Valley Aquatic Recreation Area is owned by the Tehachapi-Cummings County Water District and operated by the Tehachapi Valley Recreation and Park District. Water from Brite Valley Lake is used for agriculture and as a domestic water supply. Therefore, swimming, wading or any activity involving bodily contact with the water in the lake is prohibited. Continued use of the recreation area by the public is dependent upon the protection of the purity of the water for use as a domestic supply.

PETS

Pets are allowed at the lake provided they are controlled by a leash, but they are not allowed in boats or beyond the cable barrier and are not allowed in the lake. Horse riders on designated trails and roads only. Horses are not allowed in the lake. All pets must be cleaned up after.

ENTRY FEES

* Day Use $5.00 per vehicle per day
* Walk-In Free

BOATING

* $5.00 per day (no gasoline engines; electric motors only)

OVERNIGHT CAMPING

* $30.00/night, spaces 7-18 (electric and water hook-up)
* $35.00 /night, spaces 1-6 (electric, water, sewer)
* Tent Camping: $25.00
* Dumping Fee
* Free for camp user
* $10.00 for non-camp user

ANNUAL PASSES

* All passes are good for 365 days upon purchasing.
* Brite Lake annual passes are non-refundable in part or whole.

Pass prices are the same no matter what time of year they are purchased.

* Annual Pass: $125.00 /year (Camping fees are not included with Annual Pass)
* Senior Citizen Pass (62 years and older): $75.00/year (Camping fees are not included with Annual Pass)
* Military Pass (must show valid Military ID): $100.00/year (Camping fees are not included with Annual Pass)
* Boat Launching Permit: $30.00/year (entitles members of bearer’s household only to launch one boat per permit)

**Entire Parks**

Supervisor approval/signature is required for all park rentals.

Rates for full parks:

* Central Park $500.00 per day +$1,500.00 Cleaning/Damage Deposit

West Park, Ollie Mountain Sports Park, and Brite Lake are not available to rent as an entire park.

* Inflatable Jump Houses:
  + Inflatable jump houses can only be brought onto District property if the customer has reserved a group picnic shelter or open turf area. Any exceptions must be referred to the responsible supervisor.
  + Inflatable jump houses may not be brought onto District property unless the vendor providing the inflatable jump house has proof of insurance on file with the District.

All fees are established and subject to change with the approval of TVRPD Board of Directors.

 Chapter 9-500: Level of Service Policy

Policy No: 9-500

Through the use of a Level of Service Policy, Tehachapi Valley Recreation and Park District will provide recreation opportunities on an equitable basis, will increase program variety and will assist in managing revenues and resources in a responsible fiscal manner. The level of service policy requires effective and strong programming efforts.

**Fees, Charges and Tax Subsidy**

* Fees should only be collected if it is administratively feasible and cost effective to do so.
* Tax monies should, as much as possible, be directed toward programs and facilities that service large segments of the population and youth or other groups with limited ability to provide recreation experiences for themselves.
* Fees should provide for the total or majority cost of programs or activities that are specialized in nature, serve a relatively small number of people, or are relatively expensive to provide.
* The District subsidizes very few programs, if any, in full.

**Definition of Terms**

* Direct Expenses: Included are expendable equipment and supplies, uniforms, awards, officiating, scorekeeping, facility rental, instructors, and part-time leaders.
* Indirect Expenses: Included are maintenance, operations, printing, advertising, unit overhead, District overhead, and utilities.

Note: Partial coverage of indirect expenses would only include unit overhead, utilities and printing and advertising.

**Fee Levels and Service Levels**

|  |  |  |
| --- | --- | --- |
| **Level** | **Fee** | **Service Level** |
| 1 | No participation fee is charged | Fundamental or basic park and recreation services should be free. Tax funds should support construction, operations, maintenance and administrative costs of these services and facilities. This level of service would include picnic shelters, playgrounds, ball fields, outdoor basketball and volleyball courts, tennis courts, horseshoe pits, restrooms, picnic tables, barbecue areas, major community special events such Music or Movies in the Park. |
| 2 | Direct expenses are partially covered by participation fees | Services and facilities that are assessed a program or usage fee, but tax supported to some degree. Included would be reserved picnic shelters, programs for groups with limited ability to provide recreation for themselves such as the disabled, individuals in a lower income bracket, non-profit groups, youth groups, senior groups, certain community groups (school and civic organizations), afterschool sports, open gym activities, recreation swim, center activities, special events and scholarship subsidies. |
| 3 | Direct expenses are totally covered and indirect expenses are partially covered by participation fees | Usage fee is charged to recover all direct and partial indirect expenses. |
| 4 | Direct and indirect expenses are totally covered by participation fees | Fees for services in this level recover all direct and indirect expenses. Programs and activities in this level include all adult and youth sports and activities. Private party facility rentals and activities that exclude a majority of citizens because of specialized or exclusive nature, such as tours, are part of this level. |

**General Directives**

* Potential participants financially unable to bear the cost of fees will be individually evaluated for District-sponsored “scholarships” or reduced fees. Additional efforts will be made to solicit funding to subsidize scholarships from organizations, service clubs, etc.
* Fees will be based on research completed in the competitive market and will be reasonable in relation to the activity and the community interest and demand.
* A level of service listing of all current and potential activities under the applicable service level will be provided in the preliminary and annual budget document.

**Program Fees and Charges**  Policy: 9-501

Tehachapi Valley Recreation and Park District is a public entity. Fees or charges for District services are not for the purpose of producing a profit. Rather, all fees and charges will be imposed for the purpose of supplementing the District’s tax revenues with the ultimate goal of expanding and improving services offered by the District.

The District may impose a fee or charge for purposes including, but not limited to, the following:

* To cover costs for District services that includes the use of expendable or consumable materials, or materials that will be retained by the participant;
* To supplement financing of facilities which have high capital or maintenance costs (e.g. swimming pools);
* For the provision of special services that usually entail low or restricted use;
* For private, exclusive use of facilities on a temporary basis; and
* For the conservation, protection and maintenance of District resources and participant property.

**Establishment of Fees**

The Board of Directors retains final approval authority for the establishment of fees. In determining a particular fee or charge, the Board will consider the following:

* The public’s ability to pay;
* Cost of the service;
* Level of demand;
* The District’s financial circumstances; and

Fee rates will be calculated to recover a reasonable portion of administrative costs of a service. In the case of facility rentals, fees will be calculated on an hourly basis (see Fee Schedule in this chapter). In all cases, fees must be paid prior to participation or use.

**Scholarship Program**  Policy: 9-502

To provide the method and means for needy and lower income District resident youth to participate in District activities through reduced fees, a scholarship policy has been established.

**Definitions**

* Scholarship: Reduced fee awarded to qualifying District resident youth that desire to participate in District activities.
* District Resident Youth: Any youth under age 16 who resides within the boundaries of Tehachapi Valley Recreation and Park District.
* Lower Income: Those individuals or families whose financial status, as defined by school and public guidelines, qualifies them for reduced or fee waived government services.
* Eligible Activity: Many recreation and social activities offered or sponsored by the District are eligible for reduced fees.

Many of the programs offered by the District charge a participation fee to the user to offset the cost of providing the program. The desire of the District is that participants who have a true need or desire to participate but are unable to pay the fee are not excluded. Scholarships will be made available to those residents for partial payment.

See General Guidelines for Determining Discount. Additionally, other discounts or financial aid programs may not be used in conjunction with this program.

As part of the annual budgeting process, the District will establish a budget line associated with fee discounting.

**Sylvia “Sandy” Chavez Children’s Scholarship Fund**

In June 2013, the Sylvia “Sandy” Chavez Children’s Scholarship Fund was established to honor former TVRPD program coordinator Sandy Chavez. This fund is intended to supplement the tuition of TVRPD programs and activities for children aged 12 and under who, because of financial need, might otherwise be unable to participate.

**Walter A. Dye Teen Scholarship Fund**

In June 2013, the Walter A. Dye Teen Scholarship Fund was established to acknowledge former District Manager Walter A. Dye’s work with teenagers. This fund is intended to supplement the tuition of TVRPD programs and activities for children aged 12 through 17 who, because of financial need, might otherwise be unable to participate.

**Guidelines for Determining Eligibility**

Eligibility will be based on the following:

* Must be a District resident.
* Must be under 18 years of age.
* Participants must provide one of the following for proof of eligibility:
  + Proof that participant is eligible for the Free or Reduced School Lunch Program
  + Proof that a sibling attending school is eligible for the Free or Reduced School Lunch Program (if participant is too young to attend school)
  + Proof that family is eligible to receive assistance from the Department of Human Services
  + Proof that family is eligible for food stamps
  + Proof that family is eligible for Medi-Cal or Kern Family Health Care services
  + Proof that family is eligible for WIC benefits

**Confidentiality**

Scholarship recipients will not be identified to the other participants in any manner. Confidential files will only be retained as needed for proper reporting and recordkeeping.

**Screening of Applicants**

Applicants who are not approved for a scholarship may appeal in writing to the District Manager if they are not satisfied with the ruling.

**General Guidelines For Determining Discount**

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| **Type** | **Percentage of Discount** |
| Youth Sports | Up to 50% |
| Youth Programs | Up to 15% |

The above is provided as a general guideline. Discounts may vary dependent upon program costs. Program grant guidelines may apply when applicable.

**Program Refund Policy**  Policy: 9-503

It is recognized that for various reasons, participants may wish to withdraw from certain programs. The policy for requests for refund of registration fees will be as follows:

* If the District cancels a program for any reason, a full refund will be given.
* If a participant withdraws from a program prior to the beginning of the program and requests a refund, a full refund will be given.
* If a participant withdraws from a program after the program begins and requests a refund, a partial refund will be given.
* Some programs may be non-refundable.
* If a participant withdraws from a program for which the participant has received equipment and/or materials related to program participation and the participant requests a refund, the cost of the equipment and/or materials would not be refunded.

**Youth Sports Philosophy**  Policy: 9-504

TVRPD offers non-competitive, recreational youth sports program where participants are taught the fundamentals of the sport; teamwork and sportsmanship; and encouraged to have fun while learning the sport. In support of this philosophy, in most youth sports programs there are no standings, playoffs, or trophies.

**Participation**

* Participants are provided maximum participation opportunities in games and practices.
* Additional teams or leagues are created to provide for more playing time based on registration demand and facility availability.

**League Format**

* Afterschool team sports leagues are organized based on grade.
* Summer ball leagues are organized based on age.

**Rules**

* Modifications to rules will be made to reflect the various ability levels of participants.
* Rule modifications will reflect individual league needs as opposed to “traditional” rules of the game.

**Skill Development and Training**

* A handbook on sports fundamentals and skills development will be provided to all coaches.

**General Directives**

* Recreation supervisors and school site supervisors will review the Youth Sports Philosophy annually.
* Equipment and uniforms provided to participants/teams will be of equal quality and safety standards.

**Codes of Ethics**

In support of the Tehachapi Valley Recreation and Park District youth sports philosophy, coaches, parents, and players are provided with a Code of Ethics emphasizing the importance of education, teamwork, sportsmanship and fun.

**Coaches Ethics Agreement:** All coaches will sign a Coaches Ethics Agreement. The agreement will include the following Code of Ethics:

* Coaches will emphasize that good athletes are good students and winning is a result of teamwork.
* Coaches will emphasize good basic skills and conditioning, as well as discipline and respect for authority.
* Coaches will accept decisions by the Officials as being fair and called to the best of the Officials’ abilities.
* Coaches will not criticize players, officials or parents in front of spectators; nor will they criticize the opposing teams, coaches or fans by word or gesture.
* Coaches will be responsible for the conduct and control of their team, parents and spectators.
* Coaches will not permit an ineligible player to participate in a practice or game.
* Coaches will not incite unsportsmanlike conduct.
* The use of alcohol, tobacco and/or narcotics is forbidden at practices, games and meetings.
* Coaches are responsible to uphold all TVRPD rules and regulations.

**Parents’ Code of Ethics**

Parents are provided with a Parents’ Code of Ethics as follows:

* I hereby pledge to provide positive support, care and encouragement for my child participating in Tehachapi Valley recreation youth sports by following the Parents’ Code of Ethics.
* I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game and practice.
* I will place the emotional and physical well being of my child ahead of a personal desire to win.
* I will insist that my child play in a safe and healthy environment.
* I will accept decisions of the game official as being fair and called to the best of the ability of said officials. (California Penal Code 243.8 provides (a) When a battery is committed against a sports official immediately prior to, during, or immediately following an organized amateur or professional athletic contest, the offense shall be punishable by a fine not exceeding $2,000 and possible imprisonment in the county jail not to exceed one (1) year.)
* I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
* I will refrain from “sideline coaching” my child.
* I will not criticize my child or others in the presence of the team, or criticize the opposing team, players, coaches, fans, game and District officials by word of mouth or gesture.
* I will not use abusive or profane language toward coaches, participants, parents, fans, game and District Officials. Doing so can and will result in immediate dismissal of both parent and participant for the remainder of the season without refund.
* I will remember that the game is for youth – not for adults.
* I will do my very best to make youth sports fun for my child.
* I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.
* I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or transporting my child to and from the youth sports program.

**Players’ Code of Ethics**

Players are provided with a Players’ Code of Ethics as follows:

* I hereby pledge to enjoy my youth sports experience and accept responsibility for my participation by following the Players’ Code of Ethics.
* I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
* I will attend every practice and game that I can, and will notify my coach if I cannot.
* I will expect to receive a fair and equal amount of playing time.
* I will do my very best to listen and learn from my coaches.
* I will treat my coaches, others players, officials and spectators with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
* I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
* I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
* I will encourage my parents to be involved with my team in some capacity because it’s important to me.
* I will do my very best in school.
* I will remember that sports is an opportunity to learn and have fun.

**Adult and Youth Sports Disciplinary Policy**  Policy: 9-505

This procedure is designed to help and encourage all members of the Adult and Youth Sports Program to achieve and maintain standards of behavior as detailed in the program’s code of conduct. The goal is to ensure consistent and fair treatment for all members. All offenses are cumulative throughout the current season. All violent offenses are cumulative throughout player’s lifetime.

**Physical Attack**

No player, coach, or spectator shall at any time lay a hand upon, shove, strike, threaten or intimidate an official, District or school representative, opposing player, coach or spectator. Officials are required to immediately suspend such player from further play and report such player to the Recreation Supervisor. Said player shall remain suspended until the case has been considered by the District Staff.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Suspension for the remainder of the season. | Suspension from all Youth and/or Adult Sports Leagues for life and felony assault charges filed if applicable. |

**Abusive Verbal Attack**

No player, coach or spectator shall be guilty of abusive verbal attack upon any player, District or school representative, player, coach, official or spectator. Officials are required to immediately suspend such individual from further play and report such individual to the Recreation Supervisor. Should the verbal attack occur either before or after the player’s game is completed, or from within the spectator’s area, said individual will still be reported to Recreation Supervisor

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Suspension of one league game and placed on probation for the remainder of the season. | Permanent suspension from all Sports Leagues. |

**Rough Tactics**

No player or coach shall be guilty of using unnecessarily rough tactics during play of the game against any player. Official are required to immediately suspend said player and/or coach from further play and report such individual to the Recreation Supervisor.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Placed on probation for the remainder of the season. | Permanent suspension from all Youth and/or Adult Sports Leagues. |

**Trash Talking**

No player or coach shall be guilty of “trash talking.”

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Warning from the official. | Permanent suspension from all Youth and/or Adult Sports Leagues. |

**Harassment of Scorekeeper**

No player, coach or spectator shall be guilty of harassing the scorekeeper(s), official(s) or other District representative or attempt to intimidate any District representative.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Warning from official and/or Gym/Field Supervisor (scorekeeper). | Permanent suspension from all Youth and/or Adult Sports Leagues. |

**Abusing Public Property**

No player, coach or spectator shall be guilty of abusing public or private properties. Players shall not throw equipment or any other items in a dangerous manner, regardless of whether someone was or could have been struck.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Warning from the official. | Permanent suspension from all Youth and/or Adult Sports Leagues, criminal charges filed and/or retribution of damages if applicable. |

**Intoxication**

No player, coach or spectator shall appear intoxicated or indulge in alcoholic beverages during the course of game. No alcohol shall be allowed on district or school grounds. Officials are required to immediately suspend such player from play and report said individual to Recreation Supervisor.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Suspension of two (2) weeks from all Youth and/or Adult Sports Leagues and said team’s next two game. Player shall also be placed on probation for the remainder of the season. | Permanent suspension from all Youth and/or Adult Sports Leagues. |

**Refusal to Abide by an Official’s Decision**

No player, coach or spectator shall refuse to abide by the official(s) decision. Officials are required to immediately suspend such individual, from further play and report said individual to the Recreation Supervisor.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Suspension of one (1) league game and placed on probation for the remainder of the season. | Suspension for life from all Youth and/or Adult Sports Leagues. |

No player, coach or spectator shall be guilty of objectionable demonstrations or disagreements at the official(s) decision.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Suspension of one (1) league game and placed on probation for the remainder of the season. | Permanent suspension from all Youth and/or Adult Sports Leagues. |

No player, coach or spectator shall discuss with the official in any manner the decision reached by such official, except the manager/coach or designate representative.

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| **MINIMUM PENALTY** | **MAXIMUM PENALTY** |
| Warning by official. | Removal from the game. |

**Ejections**

Any player ejected for unsportsmanlike conduct shall automatically be suspended for a minimum of one week and the team’s next game. Suspension is from all TVRPD league(s) the player plays on. A second ejection in a season results in a three game suspension. A third ejection in a season results in a one year suspension from all Youth and/or Adult sport leagues.

**Trial Programs**  Policy: 9-506

In an effort to encourage continued development of new programming throughout the fiscal year, the New Program Contingency Fund provides a means and method for approving and financing new programs not originally considered or planned during the budget process.

Trial Programs are budgeted annually in the Recreation Department Budget.

**Method for Use of Trial Program Funds**

* When a new idea surfaces, a proposal should be made to theDistrict Manager.
* The proposal should include an explanation of the program concept, anticipated expense and revenue, and the level of service. In any program, time is of the essence to maximize participation; therefore, in order to ensure a timely approval process, recreation staff should provide a complete and detailed proposal to include program planning, preparation, and implementation needs.
* Upon the District Manager’s review of all related program information, the proposal will either be approved or denied based on insufficient information and planning.
* If the request is approved, funds will be transferred to the requesting coordinator’s unit budget for program implementation.

**New Program Evaluation**

* The Recreation Manager will conduct a review of the new program at its conclusion to ensure goals and objectives have been met.
* In order to ensure that the new program is of value to the District and its customers, a participant survey will be conducted at the conclusion of the program.

**Naming of Programs Sponsored by or Affiliated with TVRPD**  Policy: 9-507

This policy addresses the need to identify and recognize Tehachapi Valley Recreation and Park District’s sponsorship of or affiliation with joint programs, activities, and events by including “TVRPD” in program names.

**TVRPD Programs**

Programs initiated and conducted by TVRPD staff should include “TVRPD” in the program title, where appropriate. Names may also include a site-specific locational reference in the program title (i.e., TVRPD Cooking Classes at Tehachapi Culinary Institute).

**Cooperative Programs**

In an effort to provide maximal park and recreation opportunities to the community, TVRPD supports development of cooperative relationships with and joint development of programs, activities and events with outside groups, organizations, and associations.

It is the desire of the District to promote recognition of TVRPD involvement in programs, therefore, when considering sponsorship of or affiliation with outside group programs, activities, or events, consideration must be given, whenever practical, to include “TVRPD” within the program name.

**Concessions**  Policy: 9-508

This policy establishes procedures for the selection and operation of certain concessions on District-owned property.

**Definitions**

Concession:A concession is any revenue-producing operation performed on property that is under the jurisdiction and control of Tehachapi Valley Recreation and Park District. A concession agreement will be required for any concession.

Concessionaire: A concessionaire is any individual, partnership, association, or corporation who is legally responsible for the generation of revenue and the liabilities of operating a concession. The operator of the concession is not a District employee and is, in fact, a private citizen or firm under agreement to the District.

Concession Agreement: A concession agreement is a legal document executed by the concessionaire and the District which sets forth the terms and conditions of the agreement between both parties. A District approved concession is a privilege, not a right and shall be revoked at any time for non-performance or non-compliance.

**General Information**

In order for a concession agreement to be considered, it must provide a needed service to the public and act as an integral part of the overall recreation program. For the purpose of regulating concessions, they will be classified as follows:

Special Activity Concession: A special activity concession may be granted for one special event for a maximum period of one to three consecutive days. This type of concession will be granted for a single location only during the time period designated.

Seasonal Concession: A seasonal concession is one that may be granted for a specific recreational season. This type of concession may operate in more than one location.

Long-Term Concession: Long-term concessions may be granted for one year or more and allows for more than one location.

**Establishing a New Concession**

When the District decides to establish a new concession to meet a specific need or the District is approached by a prospective concessionaire, staff will prepare a feasibility study and present the study to the District Manager with recommendations. Staff’s feasibility study will address specific aspects appropriate to each concession and may include:

* Type of concession;
* How each concession will enhance the overall recreation program while providing local residents with a needed service; and
* Impact of concession on surrounding facilities.

**Concessionaire Requirements**

Concessionaires must:

* Sign a concession agreement;
* Provide insurance as specified in the concessionaire’s contract;
* Provide a Kern County Health Permit;
* Provide a Sales Permit.

**Exclusive Rights to a Concession**

The exclusivity of a concession will be determined on a concession-by-concession basis. Unless a specific concession requires exclusivity because of the amount of investment, type of premises, equipment, etc., the District will not enter into an exclusive contract with any concessionaire.

**Administration of Concession Contracts**

Concession contract administration will be the duty of the District Manager. Areas of responsibility will be established among District employees by the District Manager as necessary.

It shall be the policy of Tehachapi Valley Recreation and Park District to encourage individuals, clubs, groups, organizations and businesses to participate with the District in meeting leisure-time needs of the community by providing a variety of recreation programs and facilities for all age groups.

**Cooperative Program**

A cooperative program is defined as an activity or program proposed to be conducted in partnership between the District and any individual, club, group, organization or business. The activity must be consistent with the District’s mission and be recognized by the District as a benefit to the community.

For the purpose of this policy, individual, clubs, groups, organizations or businesses involved in the District’s Program Partnerships shall be called “Program Partners.”

In order to be considered for a cooperative program, the Program Partner shall meet the following requirements:

* A District cooperative program is any activity or program in which a Program Partner provides financial support or other assistance in a recreation activity and shares in the responsibilities of conducting and administering the activity or program.
* The activity or program shall clearly be a recreation benefit to the residents of the community.

**Program Partner’s Responsibility for Cooperative Programs**

* Program Partners shall assume the leadership for their activities and are expected to be self-governing and should not expect the District to become involved in or responsible for liabilities, internal operations, and/or other problems.
* Program Partners shall submit to the District a calendar of events and actual attendance reports for cooperative programs.
* Program Partners shall designate a person or persons to act as liaison between the District and the Program Partner.
* Program Partners shall be responsible for their own financial obligations, financial records, and all matters concerning money.
* Each Program Partner shall sign an agreement to hold the District harmless for any liability and maintain a Certificate of General Liability Insurance in an amount not less than $2,000,000 per occurrence with no per person sub-limit. An endorsement to the policy naming Tehachapi Valley Recreation and Park District as additional insured is also required.
* Program Partners shall name the District or make reference to the District on all printed materials and publicity releases that are specifically for cooperative programs.

**Applying for Cooperative Program Status**

* After contacting the District with a proposed cooperative program, a written program proposal must be submitted to the District Manager or his/her agents for review.
* Approval by the District will be based upon the perceived success of said program providing a recreation benefit to the community and the Program Partner’s ability to comply with the requirements as set forth in this policy.
* The Program Partner will be notified by mail or by phone as to whether the proposed cooperative program has been approved or denied. If approved, a liaison from the District will be assigned to work with the Program Partner.

**District Responsibilities In Cooperative Program**

* District staff will work closely with Program Partners and shall give professional or technical assistance as needed.
* The District may also assist in procuring school district facilities as needed.
* Whenever possible, the District may provide reprographic services at cost to the Program Partner. Materials submitted for reprographic services must be complete and camera ready.
* The District may assist Program Partners in developing program flyers and posters, writing publicity releases and ordering supplies, equipment and awards.

 Chapter 9-600: Preventative Maintenance

Policy No: 9-600

A preventative maintenance program is the cornerstone of any effective maintenance initiative and is the most effective way to minimize emergency maintenance, avoid costly failures of equipment and systems, and keep the District running smoothly and efficiently.

The preventative maintenance schedule is based on availability of funds as determined during the budget planning and approval process.

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| **AMENITY** | **STANDARDS** | **FREQUENCY** |
| **HEATING/VENTILATION/ AIR CONDITIONING** | * Inspected, cleaned and serviced by professional service – scheduled by Facilities Manager * Filters replaced or cleaned by Maintenance Staff. | As Needed  Minimum 4 Times Per Year (More If Needed) |
| **POOL FILTER SYSTEMS** | Maintenance staff will:   * Open, check and inspect all valves. * Lubricate all moving parts that require oil or grease. * All pipes, pumps and motors should be checked, inspected and then lubricated. * All gauges should be checked for accuracy. * Interior and exterior steel surfaces should be checked for corrosion whenever possible. * Change or clean all screens. | Weekly Year Round  Weekly Year Round  Weekly Year Round  Weekly  Check quarterly & Replace as Needed  Replace as Needed |
| **POOL PUMPS (3)** | Maintenance staff will:   * Replace/rebuild on rotational three-year basis. | Every Third Year |
| **BOILERS** | Maintenance staff will:   * Check and inspect for any noise or problem with heater. * Check operation of flow control valve. * Check for piping leaks. * Drain and flush the boiler. | Annually |
| **PUMPS** | Maintenance staff will:   * Flush and lubricate pump and motor bearings. * Check coupling alignment and security shaft. * Clean pump strainers. * Tighten base mounting bolts. * Check and inspect for any unnecessary noises or vibrations. | Weekly  Monthly  As Needed  Quarterly  Weekly |
| **FIRE EXTINGUISHERS** | * Inspected by TVRPD site supervisors – extinguisher fully charged with current year inspection tag intact. * Inspected and recharged or pressured tested. * Checked by certified inspector. | Monthly by Operations Manager  Monthly by Operations Manager (Rotational Basis)  Annually – Scheduled by Operations Manager |
| **FIRE ALARMS** | * Inspected by licensed contractor. | Annually – Scheduled by Operations Manager |
| **SMOKE DETECTORS** | * Inspected and tested by Maintenance Staff. | Semi-Annually When Time Changes |
| **GYMNASIUM FLOORS** |  | Annually – Scheduled by Operations Manager |
| **ELECTRICAL SYSTEMS** | * Inspected and repaired by trained personnel only. | Annually – Scheduled by Operations Manager |
| **EMERGENCY LIGHTING AND EXIT LIGHT FIXTURES** | * Inspected and tested. | Monthly by Operations; Problems Reported to Operations Manager |
| **FACILITY OCCUPANCY** | * Maximum Occupancy Signs Posted. | Inspected Monthly by Operations Manager; Site Supervisor Requests Replacement Signs from Operations Manager |
| **PLUMBING** | * Back flow prevention devises inspected by licensed personnel. | Annually – Scheduled by Operations Manager |
| **ROOFING** | Inspect as follows:   * Penetrations, including but not limited to flue stacks, chimneys, HVAC roof curbs and duct work, gas lines, electrical conduit, and roof drains checked for watertight seal. * Check gutters and downspouts for debris and leaking joints. * Repair roof leaks as soon as possible to prevent deterioration of the building and damage to the contents. Repairs for minor damage completed by Maintenance Staff. Repairs for major damage contracted out by Facilities Manager. * If leaks occur, damaged materials such as drywall, ceiling tiles, insulation, and carpet will be cleaned, repaired, and/or replaced to prevent the possibility of mold and other indoor air problems. Repairs for minor damage completed by Maintenance Staff. Repairs for major damage contracted out by Facilities Manager. * Facility Roof Replaced. | Annually by Maintenance Staff  Annually by Maintenance Staff  Repaired within 48 hours if possible.  Subject to Funding Availability, Repaired Within 1 Month of Damage Report  Damaged Areas Should Be Evaluated Within 72 Hours to Determine Remediation Procedures.  As Needed When Beyond Repair; Subject to Funding Availability & Approval of District Manager. Contracted Out by Operations Manager |
| **FLOORING** | CARPETS   * Vacuum. (Custodian) * Apply spot remover. (Custodian) * Deep clean. (Professional Cleaning Company)   HARD SURFACES   * Dry mop. (Custodian) * Wet mop. (Custodian) * Strip and finish. (Custodian) | Daily  Daily As Needed  Annually by Professional Cleaning Company – Scheduled by Facilities Manager  Daily  Restrooms – Daily  Other – Daily as Needed  Restrooms – Twice Per Yr  Other – Annually |
| **WAINSCOTING** | * Touch up wainscoting surfaces (Custodian) | Annually |
| **PAINTING** | As determined during the budget process and subject to funding availability:  Interior of Buildings   * On a rotational basis.   Exterior of Buildings   * On a rotational basis.   Restrooms – Interior & Exterior   * On a rotational basis – interior & exterior painted same color.   Wooden portion of picnic shelters   * On a rotational basis   High use areas may require more frequent painting. | Every 10 Years  Every 10 Years  Every 4 Years  Every 4 Years |
| **PAVED SURFACES** | Sidewalks, driveways, parking areas and paved play areas inspected for:   * Uniform surface. * Free of potholes. * Level with the ground. * Well drained with no standing water. * Free of trip hazards.   Parking areas slurried and lines repainted. | Daily by Parks Staff; Problems Reported to Operations Manager  Every 4 to 5 Years on Rotational Basis – Scheduled by Operations Manager |

**Vehicle and Equipment Replacement**  Policy: 9-601

Adequate vehicles and equipment are essential to the delivery of service. The purpose of this policy is to ensure that the full service life of each District vehicle or item of equipment is achieved and that uniform guidelines are implemented among all departments for replacement of vehicles and equipment.

**Availability of Funds**

All vehicle and equipment replacements are based on availability of funds as determined during the budget planning and approval process.

**Recordkeeping**

Historical cost data and performance records are necessary to make good replacement decisions; therefore, proper records must be maintained.

**Replacement Guidelines for Vehicles and Equipment**

Using the following criteria, District Manager will evaluate replacement of equipment and/or vehicles:

* Age
* Mileage (if applicable)
* General Overall Condition
* Maintenance Cost
* Operating Cost

Taking into consideration the above criteria and availability of funding, a general guideline for replacement of District vehicles is as follows:

* Replacement of vehicles, light trucks (¼ to ¾ tons) and heavy trucks (1 ton and larger) will be considered with a minimum mileage of 150,000 miles and/or an age of 10 years.
* Replacement consideration will be given to vehicles or equipment that have a history of excessive repairs.
* Replacement consideration will be given for vehicles and/or equipment where costs of repair are greater than 50% of the vehicle or equipment fair market value, dependent upon funding availability.
* If a vehicle has a fair market value of $500 or less, do not repair the vehicle.

**Vehicle and/or Equipment Replacements**

Vehicle and equipment purchases should be based on a cost benefit analysis that includes the life cycle costs associated with the specific model as related to its intended use. Fuel efficiency and environmental impact should be considered. All purchases must comply with District budgeting and purchasing policies.

**Disposition of Aging Vehicle and/or Equipment**

Information relating to the disposal of items being replaced must be forwarded to the Operations Manager. All items shall be disposed of through trade-in, sealed bid or by auction to determine its best salvage value, unless the item is not salvageable as determined by the Operations Manager.

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| **AMENITY** | **STANDARDS** | **FREQUENCY** |
| **VEHICLES**  **Light Duty Trucks/Cars** | Replace Wiper Blades  Drain/flush/change radiator  Completed by Outside Company:  Change oil and filter  Lube grease fittings/check fluids  Lube door/hood hinges and latches  Service battery (cable and comp)  Visually check all steering linkages  Visually check front end alignment  Check spring u-bolts  Replace fuel filters  Replace air filter  Check brakes; reline if needed  If brakes relined: turn brake rotors or drums, repack front wheel bearings, road test  Change auto transmission fluid & filter  Tune up engine  Record alternator Amp/Volt reading  Test steering gear and starter/record amp/volt reading  Wash engine/battery compartment – low pressure | Annually  Every 24 Months  Manufacturer Recommended OR  3,000 Miles or 3 Months  3,000 Miles or 3 Months  3,000 Miles or 3 Months  3,000 Miles or 3 Months  3,000 miles or 3 Months  3,000 miles or 3 Months  3,000 miles or 3 Months  15,000 Miles  15,000 Miles  15,000 Miles  30,000 Miles  60,000 Miles  As Needed  As Needed  As Needed |
| **SMALL ENGINE EQUIPMENT** | Clean debris  Inspect air filter  Remove and inspect spark plug  Inspect blades  If battery for electric start, check water reservoir, terminals and make sure fully charged  Check front wheel drier components (chains, idlers, pulleys); clean and lubricate if necessary.  Change Oil  Service air cleaner  Service muffler  Tune-up (fuel, exhaust, ignition, combustion, cooling and lubrication).  Adjust throttle, choke and governor linkage | After Each Use  Every 50 Hours  by Parks Staff  Every 50 Hours  by Maintenance Staff |
| **LARGE EQUIPMENT** | Lube  Change oil  All other maintenance | Daily by Parks Staff  100 hours or 3 months (Completed by Outside Company)  Per Manufacturer |