

ATTACHMENT 4		
CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – xx	DEPARTMENT PARK & RECREATION
SUBJECT	PAGE 1 OF 5	EFFECTIVE DATE (Date)
PARKS & RECREATION DEPARTMENT CO-SPONSORSHIP FOR COMMUNITY PARKS EVENTS	SUPERSEDES DI PAGES	DATED

DI Number i.e. 3.13.1BACKGROUND

Historically, the Parks and Recreation Department (Department) has partnered with non-profit organizations, including recreation councils, to co-sponsor events in City parks. These events provided recreational, cultural, and community events in the communities served by the Department.

In April 2019, Council Policy 700-42 was amended and the advisory role of recreation councils was replaced with recreation advisory groups. Some recreation councils may continue to exist as independent non-profit organizations. When feasible, the Department supports events of a general recreational benefit to the community that are co-sponsored with non-profit organizations.

X.XX.2 PURPOSE

To establish a process for the Department to determine whether to co-sponsor recreational, cultural or community events with non-profit organizations.

X.XX.3 AUTHORITY

Park and Recreation Department Director (Director).

X.XX. 4 CO-SPONSORED EVENTS

Co-sponsored events are planned and executed by a non-profit corporation with the Department's participation in the planning and execution of the event.

X.XX. 5 POLICY

The Director may authorize co-sponsorship of events in collaboration with non-profit organizations whose purpose defined in their bylaws or in their operational history, is to provide a desired recreational, cultural or community services. This policy does not include events held in Balboa Park, Mission Bay Park or on City beaches.

The Department will only consider co-sponsoring an event that meets the follow criteria:

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- A. The non-profit organization's membership is open to the public and does not discriminate in any manner against any person on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition, gender identity, sexual orientation or any other category protected by federal, state or local laws.
- B. The proposed event is consistent with the Department's recreational, cultural or community priorities; provides a broad public benefit; and, is accessible to all members of the public.
- C. The event does not charge general admission to enter.
- D. Fundraising is not the primary purpose of the event. However, the Department may consider events where the sale of goods or services (for example, food sales or pony rides) are sold if the proceeds are dedicated to a recreational purpose.

X.XX.6 PROCEDURE

- A. The non-profit organization shall submit an application requesting the Department co-sponsor an event at least of 120 days prior to the event. If size and/or nature of the event requires a City special event permit, the non-profit organization will be referred to the City's Special Event Office,
- B. Prior to submitting the co-sponsorship request to the Director, or designee, for final approval, the District Manager will review the application and confirm the following:
 - 1) Minimum requirements established in the Administrative Guidelines, Article III, section 4.1 are met.
 - 2) The proposed event provides a general recreational benefit to the surrounding community.
 - 3) The Department has the available resources and that the commitment requested by the non-profit organization is feasible. If the resources requested for the planning and execution of the event are not available, the City cannot co-sponsor the event.

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- 4) The event complies with all applicable Department policies and all applicable federal, state and local laws, including any approvals or permits from other City departments or other government agencies.
 - 5) The requested park facility is available and the proposed event would not negatively impact any pre-existing park uses.
 - 6) The proposed event is not a political activity and the proceeds of any fundraising will not be used to support political activity or a political action committee.
- C. Co-sponsored Events are not subject to applicable fees in the Department Fee Schedule if the Department participates equally in the planning and execution of the event.
- D. Co-sponsorship does not waive any costs and fees assessed by other City departments associated with the event or any required permits, personnel, or resources provided by those departments.
- E. The non-profit organization, their subcontractors, and vendors shall provide proof of public liability and property damage insurance as specified by the Department at least 60 days prior to the event.
- F. The Department will attempt to seek input on co-sponsorship from the appropriate Recreation Advisory Group if the Group can accommodate the item on its agenda within a reasonable time.
- 1) If a quorum cannot be reached or the recreation advisory group does not meet with sufficient regularity to provide input on co-sponsorship of the event, the City will approve or deny co-sponsorship without recreation advisory input.
- G. . The Department will provide written approval or denial of the event within 30 days of the submission of the Co-sponsor Special Event Application.
- H. When approved, the non-profit organization shall designate a representative to directly coordinate with the designated Department representative. The non-profit's representative shall be responsible for coordinating meeting and activities for their organization while the Department representative shall be responsible for Department involvement.

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- I. All volunteers participating in the planning or execution of the event, must follow the Department's Volunteer Office policies and procedures, including completing an application form (long-term volunteer or short-term/one-time volunteer form) and a Waiver and Release of Liability.
- J. The non-profit organization shall not assign or delegate the rights and obligations under the co-sponsorship, nor any monies due or to become due, without the City's prior written approval.
- K. Department staff and the non-profit organization will conduct an event recap meeting, identify opportunities for improvement in future events, and finalize allocation of revenue generated during the event.
- L. This policy is limited to co-sponsored events. The use of park facilities for a non-profit organization's meetings and programs are subject to the Department Fee Schedule and, if applicable, Council Policy 700-42.

X.XX.7 RESOURCES

- A. Council Policy 700-42
- B. Parks and Recreation Department Fee Schedule

Authorized by: _____

Date: _____