

**Mission Trails Regional Park Foundation, Inc.**  
**and City of San Diego Parks and Recreation Department**

**Visitor & Interpretive Center**  
**Special Event Rules and Regulations**

*Approved by MTRP Task Force \_\_\_\_\_*

- 1) Permittee shall be required to provide proof of general liability insurance in the amount of \$2 million aggregate and \$1 million per occurrence. List as the CERTIFICATE HOLDER: Mission Trails Regional Park Foundation and City of San Diego Parks & Recreation Department, One Father Junipero Serra Trail, San Diego, CA 92119
- 2) If a permittee is a non-profit organization, proof of non-profit status shall be required. Proof of status is available on the web site of the California Secretary of State at <http://kepler.sos.ca.gov/>.
- 3) Patrons will conduct themselves in an orderly, law-abiding manner. All rules and regulations regarding use of City facilities are enforceable by the City of San Diego Police Department, City of San Diego Parks and Recreation Department staff, and Mission Trails Regional Park Foundation staff.
- 4) Events held during the hours the facility is open to the public (Sunday through Saturday, 9 am to 5 pm) shall not interfere with the ability of the public to enjoy the facility.
- 5) Kitchen facilities are not available.
- 6) Permittee is responsible for providing all materials and equipment needed for their event other than tables, chairs and AV equipment identified in the contract.
- 7) Same day set-up and clean-up is required. If next day pickup of rented equipment is necessary, special arrangements for overnight storage must be made prior to the event.
- 8) Payments will be made according to payment schedule, and refunds applied based cancellation policy stated. If paying by check, checks should be made payable to MTRP Foundation. Credit cards accepted with added service fee.
  - a) Evening events may be cancelled up to 90 days prior to the contracted event date and receive a refund of the deposit. Cancellations that occur less than 90 days from the contract event date will forfeit the deposit.
  - b) Day time rentals may be cancelled up to 14 days prior to the contracted rental date and receive a refund of paid rental fees. Cancellations that occur less than 14 days from the rental date will not receive a refund.
- 9) Each organization shall be responsible for leaving the facility and equipment in reasonable and clean condition. If damage occurs, the permittee shall be held responsible and shall be required to pay for the cost of repairs or replacement. If the building is found in poor condition upon entering, notify the facility staff immediately; failure to do so will result in the permittee being held responsible.
- 10) Litter pick up and disposal is the responsibility of the permittee. Trash must be bagged, sealed, and placed in the Visitor Center trash receptacles and/or dumpster. If trash does not fit in the receptacles and/or dumpster, permittee is responsible for removing the trash off of park property.
- 11) Permittee must adhere to all County Health Department Food Handlers regulations. When caterers are used, they must have a County Health Department permit. When food is served to the public, a Temporary Food Facility Permit or County Health Food Handlers Permit is required and must be submitted to the MTRP Foundation staff no later than 48 hours prior to the event or food service will not be allowed. More information regarding the regulations required to serve food can be obtained from the County Health Department.

## MTRP Visitor Center Special Event Rules and Regulations

### 12) Alcoholic beverages

- a) No alcoholic beverages shall be served during the hours the Visitor Center is open to the public.
- b) The only alcoholic beverage permitted after 5PM are beer and wine. If beer and/or wine are served, permittee shall be responsible for obtaining all permits required by the State of California. A copy of the permit shall be on file with Mission Trails Regional Park Foundation no later than 48 hours prior to the event.

### 13) Additional Evening Event requirements –

- a) A refundable security deposit will be required one month prior to the meeting/event. If the leased space is clean and no damage has been incurred the full deposit will be returned within 5 working days. Cash or money order or certified check made payable to MTRP Foundation. The security deposit amount will be equal to 50% of the entire fee cost.
- b) Parking plan for use of overflow parking lot and provision of shuttle service required 30 days prior to event if more than 100 vehicles are anticipated.

### 14) Security service is required for all evening events, utilizing the contracted service provider. You will be billed the current hourly rate, for a minimum of four hours, as follows for this service.

- Alcohol free events – Minimum of one security guard for each 150 anticipated attendees.
- Events where beer and/or wine is served – Minimum of one security guard for each 100 anticipated attendees.

### 15) The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Drip pans must be placed under the generator to eliminate potential damage.

### 16) Use of lighting must be pre-approved as part of the permit process at least 30 days prior to the event.

### 17) All setting up and taking down of tables and chairs will be done by the permittee. No setup inside the building may begin prior to 4:30 PM for evening events, with exception of the classrooms if available. All evening events must be concluded, and the premises cleaned and vacated no later than 11PM. Failure to be completely offsite prior to 11PM will result in a fee of \$250 for each 30 minute increment stayed past the contracted end .

### 18) Maximum room capacity as determined by the Fire Marshall shall not be exceeded. For evening events the maximum facility capacity is 300. This includes event staff, caterers and servers, security personnel, etc.

### 19) Since the facility is in an environmentally sensitive area and near a residential community, loud music is not permitted. Music cannot exceed 65 decibels before 7PM or 55 decibels after 7PM (59.5.0502(f) SDMC.

### 20) Balloons and other inflatables, open flames, pyrotechnics, smoke bombs, and confetti, glitter, rice, feather boas, seeds of any type are prohibited.

### 21) We request that a copy of your meeting notice or event invitation be sent to the MTRP Foundation, as soon as it is available.

### 22) All disposable cups, glasses, plates, utensils, and other disposable food items must be made of certified compostable and recyclable materials and a list of suggested manufacturers for such materials will be provided to clients. This holds for all ordered-in catering and onsite service. Polystyrene products are not permitted. Failure to comply will result in a partial loss of deposit.

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- 23) Decorations must be approved by a MTRP Foundation representative.
- 24) Prior to the event you may be required to meet with an MTRP Foundation representative for a facility walk-through and to clarify your needs. A representative of the MTRP Foundation will serve as the Event Supervisor and be present to answer questions and attempt to meet your needs throughout the event.
- 25) As provided on the permit application, the property shall be used exclusively for the purpose specified.
- 26) The City of San Diego and Mission Trails Regional Park Foundation shall not be held responsible for property left in the facility.
- 27) The premises shall not be utilized for the purpose of working or campaigning for the nomination or election to any public office be it partisan or nonpartisan.
- 28) The facility is not available for commercial use which, for purposes of this policy, means the sale of goods and services.
- 29) Failure to abide by these Rules and Regulations will result in the permittee no longer being allowed use of the facility.
- 30) Additional rules and regulations may apply depending upon the event.
- 31) The City of San Diego, in its sole discretion, reserves the right at any time, and from time to time, to close the MTRP Visitor Center and to cancel or reschedule any previously permitted/scheduled use. Permittee acknowledges the City's foregoing rights and irrevocably waives any claim permittee may have now or ever have based upon or related to any cost, loss, damage, or liability that results from the City's closure or the cancellation or rescheduling of any previously permitted/scheduled (prepaid or not) use of the MTRP Visitor Center.
- 32) The City of San Diego reserves the right to refuse to rent the facility to any person or organization if determined not to be in the best interest of the Mission Trails Regional Park or the City of San Diego.

## PROHIBITIONS IN PLACE AT ALL CITY OF SAN DIEGO PARKS and/or FACILITIES

- Smoking [SDMC §43.1003] Smoking is strictly prohibited and businesses whose staff smoke onsite will not be permitted to work future events at MTRP.
- Open fires [SDMC §630.102(b)(11)]
- Picking flowers and/or damaging shrubs, plants, and trees [SDMC §62.0604]
- Animals (other than service animals) inside buildings or off leash at any park facility (unless designated as an off leash site) [SDMC §63.0102(b)(2)]
- Soliciting funds [SDMC §63.0102(b)(13)]
- Sale of merchandise [SDMC §63.0102(b)(13)]
- Balloons (all types) at all outdoor areas
- Advertising on City park property; flyer, pamphlets, or handouts are not to be left on cars or passed out in parks [SDMC §63.0102]
- Remote controlled soaring and/or gliding crafts [SDMC §63.0201]

## RESPONSIBILITY

The permittee assumes the liability for damage to the facility and exhibits by the permittee or by the permittee's contractors, if any, including outside services of any vendors such as caterers, musicians, florists, etc., who are hired by the permittee to provide services to the permittee in carrying out its function. Such services shall provide the permittee with a certificate of insurance, copies of which shall be given by the permittee of the facility to the MTRP Foundation.

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### ACKNOWLEDGEMENT

By signing I acknowledge that I have read, understood and will abide by all the above listed rules and regulations as they apply to my specific rental of the Mission Trails Regional Park Visitor & Interpretive Center