

### Parks and Recreation Department Process for Rescheduling of Special Events

As a result of the COVID-19 virus, many special events have had to cancel or postpone their events that were scheduled in City of San Diego Parks. Recognizing that the rescheduling of events to a new date would trigger the need to return to a recognized committee group for another approval review, the City's Parks and Recreation Department is implementing the following **temporary** procedures for events that have **already received prior approval from a Parks Committee** and meet the below conditions in order to streamline rescheduling of already approved events. *Review and resolution of any potential conflicts will focus on new issues solely related to the date change and not previous concerns that have already reached resolution by the Committee.*

#### Process:

- 1) Reservation of Space form for previously approved events to be resubmitted to Park & Rec Permitting Office for review with date change no later than 15 business days prior to a scheduled teleconference Committee meeting.
- 2) Parks and Recreation Department Permit Center staff will review the Reservation of Space form to ensure there are no conflicts and the venue requested is available.
- 3) *Balboa Park Specific:* Rescheduled Event dates (occurring on the West Mesa) will be shared with the West Mesa Sub Committee (a subcommittee of the Balboa Park Committee) as applicable. BP institutions will have an opportunity to provide feedback on date change for any conflicts with their private events.
- 4) *Mission Bay Specific:* Event organizers will be responsible for noticing all Mission Bay Park Stakeholders of the event date change upon approval.
- 5) The City is currently developing a process for special teleconference meetings that would include Parks and Recreation Committees. Upon vetting requested dates and mitigating conflicts, including below conditions, Parks and Recreation Permit Staff will submit an informational report to the respective committees with approved dates.

#### Conditions:

- 1) The rescheduled date must be within the 2020 calendar year, excluding dates subject to summer moratorium.
- 2) The original concept or scope of the event has not changed or is reduced within the same footprint.
- 3) The new date (s) are subject to availability (i.e. if staffing is requested, etc.).
- 4) Applicant is issued a Parks & Recreation Department approved Reservation of Space form for the revised dates.
- 5) The event is subject to any new increases in City fees since the original event date.