

**RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM**

DATE: July 14, 2011

TO: General Manager

FROM: Recreation and Leisure Services Administrator

SUBJECT: Review and Discussion Regarding Organized Group Use of Splash Pad Located at Oak Canyon Community Park

SUMMARY

The Park District does not issue permits for "exclusive use" of the Splash Pad area located in Oak Canyon Community Park. This area is available for use by any member of the public during regular operating hours. The attractiveness of the amenity has led to its use by large organized groups. Because those groups can easily overwhelm the splash pad staff implemented certain use restrictions last season, and has continued to develop and refine those restrictions this season.

Current Policy

Organized day camps, churches, schools, YMCA's, athletic teams, and all other organized groups are required to inform the Park District staff of their intended visit. Groups of 25 people or less are required to pay a \$10 non-exclusive-use permit processing fee. This then allows the Park District to receive the name, contact information, date and time of the intended visit, type of vehicle used to transport the participants and number of people visiting.

Organized groups of 26-75 people are required to rent one side of the Picnic Pavilion. They must also limit the number of people in the Splash Pad at any one time to no more than 25 members of their group. Groups renting the Picnic Pavilion do not also pay the \$10 permit processing fee required for groups of under 25 people.

Park District staff then coordinates all organized uses and evaluates how the Picnic Pavilion Rental(s) may impact the Splash Pad and if any additional non-exclusive permits may be issued. Currently, there is no penalty for organized user groups that fail to contact us ahead of time nor is there currently a sign posted at the Splash Pad stating the requirement to notify us. No extra fee charged to out of district groups. No more than two organized groups is permitted to use the Splash Pad at any one time.

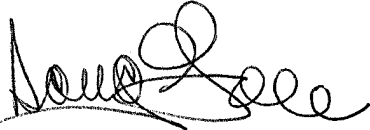
Proposed Posting of Sign

Since there is no official policy posted for organized groups at the OCCP Splash Pad and staff has determined regulation of use of the splash pad by large groups is in the best interests of the Splash Pad users in general a sign is proposed. Staff recommends the sign be posted at the site to indicate the requirement that organized groups must obtain a permit prior to their use of the facility. Proposed language for the sign would read as follows:

ORGANIZED GROUPS MUST RECEIVE IN ADVANCE OF THEIR ARRIVAL A PERMIT TO USE THE OAK CANYON COMMUNITY PARK SPLASH PAD. CONTACT THE OAK PARK COMMUNITY CENTER (818) 865-9304. Rancho Simi Recreation & Park District

ACTION REQUESTED

Staff recommends the Committee review and discuss the issues presented. In addition to considering the current practice, staff recommends the Committee support the development and placement of a sign at the splash pad, using language similar to the above recommendation, and provide any additional comments and/or direction to staff.



Doug Gale
Recreation and Leisure Services Administrator