

5090. Use of facilities, real property, personal property owned by the District.

5090.00 The District highly encourages the use of Third Parties to help raise money for the District and its associated projects, such as the Johnsville Ski Bowl.

5090.01 Third Parties can also use the District assets to raise money for their own non-profit organizations.

5090.02 Businesses and individuals can also use the District's facilities for private affairs, events and gatherings.. All are, herein referred to as "Third Party."

5090.10 At the same time, the District takes on liabilities when third party organizations hold events in District facilities, use real or personal property, or use of the District's name without the Board's approval.

5090.11 Use of the District's name, logo or real and personal property, including the Johnsville Historic Ski Bowl site, cannot be used by Third Parties without permission of the EPRD Board. Therefore, the District has established guidelines for Third Party fundraising functions and use of District's assets as follows:

5090.12 The Third Party shall fill out an (1) EPRD Event Application and also (2) a Eureka State Park Application providing a written description of the event. These documents can be found on the District's website at www.EPrD.specialdistrict.org

5090.13 The Third Party will provide a written projection of revenues and expenses regarding the event to the District. The District will charge a fee for use of district's assets based upon the event's revenues and expenses.

5090.14 The Board shall consider the written submission at its next Regular Meeting which is held on the third Tuesday of every month at 6:30 pm.

5090.15 It is imperative that the Third Party plan ahead at least sixty (60) days in advance of their events to meet the District's meeting schedule. The District meets only once a month and does not meet in December. In order for the event to be review by the Board it needs to be placed on the Agenda no later than 9:00 a.m. on second Tuesday of the month. Email transmissions is acceptable.

5090.15 If the Third Party is fundraising for the District, the Board shall need to approve the use of the Eastern Plumas Recreation District name and logo printed on all event flyers, posters and and mentioned in all press releases, etc.. Only events approved by the Board can use the name and logo.

5090.20 The Third Party shall obtain the approvals from the State Park authorities and present them to the EPRD board at least thirty (30) days prior to the event.

5090.30 Upon getting the approval from the District Board and the Eureka State Park authorities, the District will form an ad hoc committee as needed which will report the progress being made by the parties.

5090.40 All events shall carry sufficient insurance coverage.

5090.41 The Third Party shall provide a Certificate of Insurance naming the District as a rider and indemnifying the District from all liability.

5090.42 If there is food and alcohol being served at the event, the Board will request additional insurance proof and copies of all the all the health department and Alcohol, & Beverage Control applications prior to the event.

5090.43 If the event will attract over 100 people in attendance, the Third Party event hold will have to provide adequate security protection and first responder/first aid as required by the State Park authorities.

5090.50 The District may require a rental agreement to be signed for use of real or personal property prior to holding the event or using the District's assets.

5090.60 All events shall be self funding. The District does not advance funds for functions.

5090.70 All financial records of the event become public records under the Public Records Act and are subject to public review.

5090.71 The Third Party is required to file its Profit and Loss statement with the District Chairman within seven (7) days after the event is held.

5090.72 The Third Party is required to attend the next District board meeting to report on the success of the event, or use of property.

5090.72 The Third Party is required to provide an attendance report to the District of the number of people that participated in the event.

5090.73 If volunteers are used during the event, a Volunteer log will be kept by the Third Party event holder and the report is to be copied to the Chairman of the District or the assigned Ad Hoc committee.

5090.80 The Secretary of the District will keep the attendance records. The Treasurer of the District will keep the financial records and volunteer records of every event.