

I. Specific Changes to Facility Use Rules and Regulations Policy:

Section 1 General Policy

- 1.1:** Veterans Park and Old Poway Park are added to the Description and Primary Use of Facilities. The Poway Community Library is removed because the City does not operate it, and no longer rents the meeting room.

Section 2 Definitions

- 2.5:** Public trails are added to the definition of Community Services facilities.
- 2.10:** Definition of Programs is added.
- 2.15:** Definition of Smoke or Smoking is updated to incorporate provisions of Ordinance No. 766 prohibiting electronic cigarettes.
- 2.16:** Definition of Special Event is added.

Section 3 Authority

- 3.2:** Provisions relating to the exclusion of a person from a Community Services facility for violation of the facility use rules and regulations are revised.

Section 4 Hours of Operation

- 4.2:** Hours of Operation is amended by removing the specific hours for each facility, and authorizing the City Manager or designee to establish the hours of operation for Community Services facilities, outdoor facility lighting, fishing, boating, and City programming.

Section 5 Regulations-Facilities

- 5.2.D.1:** The exception for consumption of alcohol on Lake Poway or within the high water line or concession balcony of Lake Poway is revised from “during the established night fishing season” to “during operating hours”.
- 5.5:** Provisions precluding camping except in areas specifically designated for such purpose and as may be permitted by the Director of Community Services are moved from the section specific to Lake Poway to the general section applicable to all Community Services facilities.
- 5.6:** The exception for standard cake candles and “sterno” cans used under chafing dishes is added to the provisions prohibiting a person from igniting a fire in a Community Services facility.
- 5.7.E:** Consistent with current practice, a provision is added authorizing a Community Services site employee to designate where specialized vehicles (e.g., food trucks, catering trucks, and equipment rental trucks) may park for a permitted event.
- 5.13:** Consistent with current practice, provisions are added which address noise from live music or electronic sound equipment, and noise from outdoor and indoor facility users that is determined by Community Services site staff to be a disturbance to other facility users or surrounding neighborhoods.
- 5.17:** The Community Services Department’s current procedures and requirements in response to requests to use Community Services facilities for a special

event, as defined in this policy, are added.

- 5.25:** Provisions prohibiting smoking except in areas designated by the Director of Community Services are updated to include electronic cigarettes, per Ordinance No. 766.
- 5.27:** Provisions relating to inflatable air bounces and other play equipment are further clarified and expanded.
- 5.28:** Provisions addressing powered model vehicles are added, which are consistent with current practice.
- 5.29:** This section is added to allow mobile food vendors within a facility in accordance with the *Community Services Department Policy for Mobile Food Vendors* approved by the City Council on October 1, 2013.

Section 6 City Facility Use and Rentals

- 6.1:** Changes are made to clarify the application process and reservation requirements to ensure that City of Poway facilities are reserved in a proper and consistent manner, and that they are utilized for their intended purpose:
- The rental client named on the facility use application and permit shall assume all liability and responsibility for payment. This is to correct occurrences when a Poway resident uses his/her name and address on a facility use application to receive the Poway resident rental rate, but wishes to have the permit issued in the name of a person who resides outside of the Poway City limits.
 - A Poway business or Poway nonprofit organization may not submit an application for a personal, private function.
 - A reserved event must be completed before an application for a subsequent reservation will be processed. This is to ensure the rental client did not damage the facility or violate the Rules and Regulations during their event, before another reservation is approved.
 - Use of any facility as a regular and primary church, synagogue, temple, assembly hall, or other place of worship on the part of a religious organization is prohibited.
- 6.2:** Changes are made to the General Rules Governing Facility Use to ensure that rental clients derive the maximum benefit from the permitted use of Community Services facilities, with consideration given to safety and the protection of City property:
- Businesses hired by a rental client to provide services at a Community Services facility, including, but not limited to: catering, security and air bounce companies, are required to have a City of Poway Business Certificate.
 - The Director of Community Services shall establish, and update as needed, written security staff requirements.
 - The use of dyes is added to the list of items not permitted inside or outside any facility.
 - Rental clients of reserved park areas and picnic areas may be invoiced by the City if deemed responsible for cleaning and damage repair costs incurred by the City.

6.4: Provisions addressing Advertising and Motion Pictures are replaced with three sections under Motion and Still Photography. The first section addresses professional portrait photography/videography for personal, private use; the second section addresses commercial film and print; and the third section addresses student film and print.

Section 10 Neighborhood Park Rules and Use Limitations

10.4.B: A provision is added allowing only one Air Bounce permit per neighborhood park, per day.

10.4.C: A statement is added that the possession of an Air Bounce permit does not grant or guarantee a designated space in the neighborhood park.

Section 11 Skate Park Rules and Regulations

11.1: The registration requirement for persons under 18 years of age is added.

11.2: Provisions are added to address persons entering the skate park without registration or without authorization.

Section 12 Twin Peaks Multipurpose Center & Meadowbrook Gymnasium Rules and Use Limitations

12.1: A statement is added that the use of gymnasiums is governed by the Joint Use Agreement between the City of Poway and the Poway Unified School District.

12.6: Fighting, shoving, and aggressive behavior are given as grounds for expulsion.

Section 13 Poway Center for the Performing Arts Rules and Use Limitations

13.1: A statement is added that the use of the Poway Center for the Performing Arts is governed by the Joint Use Agreement between the City of Poway and the Poway Unified School District.

Section 20: Old Poway Park Rules and Limitations

Rules are added specifically related to safety near the railroad tracks.

II. Specific Changes to Programming and Facility Use Fee Policy:

Section 2 Classification and Priority of Facility Use Applicants

- 2.1:** The classification and priority of applicants into user fee categories is updated to provide clarification to the public and staff. The Poway Unified School District (PUSD) Office and Foundation of PUSD schools are classified as Category A.
- 2.3:** The definition of Nonprofit Organization is further clarified.
- 2.7:** The Community Services Department shall establish priority in scheduling fields as provided in the Facility Use Rules and Regulations and the Poway Sports Association (PSA) manual.

Section 3 Fees and Payment

- 3.4:** A provision is added authorizing the Director of Community Services to establish a Rental Package for the use of specific facilities for a set number of hours, (e.g., wedding packages at Old Poway Park). Facility rental fees for rental packages are equal to or less than the individual facility rental fees. The benefits of this change are staff efficiency in booking multiple facilities for weddings or large events, and convenience for the public.
- 3.9:** The Cancellation Policy is updated to state that the cancellation fee for a program registration will be deducted from the refund, and the cancellation policy for a rental package is added.
- 3.15A:** The current requirement that full payment for Park and Picnic Areas, and Air Bounce Permits are due at the time the application is submitted as stated in the policy.
- 3.15B:** A payment schedule and limit to making changes to rental packages are added.
- 3.16A:** The section addressing Refunds for facility rentals is further clarified. At the permittee's request and prior to the day of a rental, the City will reschedule a rental in anticipation of inclement weather, if available. Cancellation fees apply if a person decides to cancel a reservation in anticipation of inclement weather. Refunds will not be granted on or after a rental date, regardless of the weather.
- 3.16B:** The section addressing Refunds for recreation programming is further clarified. A provision is added which gives a customer the option of receiving a full credit on account in lieu of a refund, from which a cancellation fee will be deducted. The credit on account will be valid for one year and may be applied to another enrollment or reservation. If the credit is not used after one year, the funds will be forfeited and the customer's account will be cleared.