

# **SAN DIEGUITO RIVER PARK**

## **TRAIL EVENTS POLICY**

### **PURPOSE**

Requests are frequently made to the San Dieguito River Park Joint Powers Authority (JPA) for permission to hold events on San Dieguito River Park trails. The purpose of this policy is to provide direction as to how such requests will be processed and the guidelines used for considerations of such events.

### **POLICY**

It is the policy of the San Dieguito River Park JPA that events with the potential to impact the natural habitat, water quality, or wildlife along San Dieguito River Park trails, to damage trails, cause erosion, or disrupt the general public's ability to enjoy the trails shall be regulated to minimize such impacts. It is further the policy of the San Dieguito River Park JPA that such events may be allowed provided that the conditions and procedures described in this policy are adhered to. Examples of the types of events that are covered under this policy include: charity events, high school physical education activities, exercise workshops, reunions, bicycle/ running races, church and scout community events, fitness functions, weddings, etc. The planned size of the event and the proposed location determine the extent to which the trail and surrounding environment may be impacted, and the level of impact on JPA ranger and staff; therefore, this information is used to evaluate the proposed event, determine the permit fee, and decide whether or not the event should be allowed.

Permission to hold an event may be withdrawn if the JPA determines that the event would have an adverse impact on the trails or park environment due to unforeseen circumstances that arose after permission was granted. Permission is at the discretion of JPA staff as evaluated by the guidelines contained in this policy.

#### **A. PROCEDURES**

- 1) Requests for permits for events proposed on San Dieguito River Park (SDRP) trails or staging areas owned or managed by another public agency may require two permits: one from JPA and one from the other agency, as follows. If the event does require additional permits, then JPA staff will inform the applicant on the further steps needed.
  - a. For events proposed to be held at or using City of San Diego Public Utilities Department (Public Utilities) property an application must be submitted to both Public Utilities and JPA. Public Utilities has a Special Event Application form that must be completed, and a fee is required. The completed Special Event Application is submitted to Public Utilities and, at the same time, to the JPA in lieu of the SDRP Trail Events Application. A separate JPA fee may also be required. It is the policy of both agencies that when either agency receives one of the two permit applications described above, that Public Utilities and the JPA will work together for review and recommendation.
  - b. For events proposed on Del Mar Fairgrounds property, an application must be submitted to both the 22nd District Agricultural Association (22nd DAA) and SDRP. It is the policy of both

agencies that when either agency receives one of the two permit applications described above, that 22nd DAA and the SDRP will work together for review and recommendation.

- 2) For events on SDRP trails that do not require an additional Special Event Application from another agency, then the SDRP Trail Events Application is submitted only to SDRP. Contact SDRP staff if unsure which form to use.
- 3) Events requiring a permit from other City of San Diego Departments, or from the County of San Diego, shall be handled as in A.1. above, and any Public Utilities comments contained in this Policy may also apply to these other agencies.
- 4) The SDRP Trail Events Application must be received at least 30 days before the day of event. Refunds are made if cancellation is sent at least 10 days before the event, either by email or U.S. mail. Event organizer must confirm receipt of cancellation notice. If less than 10 days, the event organizer may be charged 25% of the fee paid. Payment of fees must accompany the SDRP Trail Events Application. Public Utilities may have different deadlines and cancellation policies.
- 5) Event organizers must review and comply with all Park Rules, in addition to the information contained in this Event Policy. Park Rules are attached as Addendum 1.
- 6) When an application is submitted, the JPA Senior Supervising Ranger will review the application and will contact the applicant for additional information and to review the proposed event. The Ranger must approve the proposed route of the event. Any subsequent change to the approved route by the Event Organizer may result in suspension of the event and a penalty fee and/or loss of the deposit.

#### **B. FEES & PERMIT PROCESS**

- 1) With certain exceptions described below, the following events do NOT require an SDRP permit: Private hikes, walks, runs, or rides passing through the park's trails without established rest stops, staging areas, start/finish locations, or other planned stops as part of the event, and no decorations, signs, or equipment, including amplified music or loudspeakers. All organized events require a permit. Even if no permit is needed, SDRP requires verbal notice to Park Offices if more than 25 users are expected for the event.
- 2) The term "users" includes estimated participants, including event staff.
- 3) Weddings require a permit regardless of the number of users. See separate Contract Agreement for additional requirements associated with wedding events and receptions.
- 4) Events that utilize a staging area or the SDRP trail system for the event itself, such as bicycle demonstration events, require a permit regardless of the number of users. The fee for this type of event is \$100.

- 5) Whether the permit is for a commercial or non-commercial event, there will be a fee for use of SDRP trails, over and above any Public Utilities permit fee. The fee is to reimburse JPA staff time to monitor the activity or clean up after the activity. The fee is based on the following:
  - a. No fee if less than 15 users if the event is organized by a non-commercial operation that does not charge a fee for event participation.
  - b. \$400 if less than 100 users by a commercial organization.
  - c. \$800 if 100 or more users by a commercial organization.
  - d. \$200 if 15 or more but less than 100 users by a non-profit organization.
  - e. \$400 if 100 or more users by a non-profit organization.
- 6) Pedestrian/Bicycle Events over 400 users require special permission and will be evaluated on a case-by-case basis.
- 7) Equestrian Rides that include TEN or more horses will require a permit; please contact the JPA office to determine permit conditions and fee. The reason is that large groups of horses can cause substantial impact to the trails; in addition, it is important to know when these events are planned to occur to avoid conflicts with other events planned in the park.
- 8) Event organizers shall remove all trail markings, signs/banners, or other evidence of the event within 24 hours after the event is completed. Failure to do so may result in a fine or forfeiture of event deposit.
- 9) A REFUNDABLE DEPOSIT of \$500 will be required to cover the cost of any damage or clean-up needed. Event organizer will be required to meet with JPA Park staff on site for an inspection after the event ends. If damage occurs, repair costs will be deducted from the deposit. Event organizer must pay for staff time and materials to repair any damage to trail or lake facilities, including trail surface. Damage or clean-up costs exceeding the deposit will be assessed after the event. If the event violates any of the permit conditions of approval, the deposit will be forfeit.
- 10) INSURANCE: Event organizer is required to provide Comprehensive General Liability Insurance naming the San Dieguito River Park Joint Powers Authority as well as the City of San Diego as additional insured. The SDRP insurance provider may have additional requirements.
- 11) ALCOHOL/GLASS CONTAINERS: Event organizer is responsible for obtaining any Alcoholic Beverage Control (ABC) Permit that may be required, in addition to all other permits, if alcohol will be served during the event. Glass containers used for drinking liquids are not allowed anywhere in the park.
- 12) PORTABLE TOILETS: Event organizer is required to provide portable toilets depending on the number of users. One portable toilet per 50 users.

### **C. RESTRICTIONS FOR ALL EVENTS**

- 1) Events may only be held during daylight hours. Note trail closure times vary by location.
- 2) Event activities must be confined to trail corridors.
- 4) No vehicle access for set-up, water stations, etc. without prior permission from SDRP Supervising Ranger. Vehicle access restricted to emergency response only.
- 5) Event sponsors shall provide communication devices to event organizers to be used on the day of the event. Lead organizer shall provide contact information to SDRP and be available prior to, and leading up to, the event.
- 6) SDRP JPA staff may not be utilized by event organizers for the event and must provide their own personnel to manage participants, trail usage, parking, and respond to problems.
- 7) Events shall not interfere with normal trail activities, including access to parking and trails. If SDRP staff believes that the proposed event will interfere with normal trail activities, the JPA reserves the right to close sections of trail temporarily for the event. If such a closure is deemed necessary then an additional cost of \$200 will be added to the event fee.
- 8) It is the responsibility of the event organizer to remove all trash from the event immediately after the event. The event organizer shall provide large plastic trash bags. Existing trash cans shall be emptied after the event and lined with a plastic bag. Events with over 50 users shall provide for separating recyclable materials from other trash. Remove all recyclable materials as above.
- 9) Chalk, flour and other trail marking techniques such as paint, stickers or anything difficult to remove quickly after the event may NOT be used. Marking the trail can be done with removable signs, freestanding frames, flagging and cones only. Signs can be installed on temporary A-frames. These markings must be cleaned up and removed within 24 hours of the end of the event.
- 10) No plants or seeds that may sprout may be brought in for the event.
- 11) SDRP staff may cancel the event in the case of rain, as defined here: Definition of rain – 24 hours before the event, if rain is forecasted by the National Weather Service to exceed 0.15 during the event, or if within 48 hours of the event rain exceed or is predicted to exceed 1", or if total rain-fall 3 days to 1 week prior to the event rainfall exceeds 2", or within 24 hours of the event rain exceeds or is predicted to exceed 0.50.
- 12) JPA staff may cancel the event in the case of wildfires threatening River Park trails.
- 13) Smoking is prohibited anywhere in the park.
- 14) Hot air, helium, blow-up, water, mylar, or other balloons are prohibited at the event.

15) JPA staff reserve the right to revoke permission or deny future access if the event organizer violates this policy, deviates from the approved plan or route, or engages in activities that are deemed incompatible with regular use of the trail system or facilities. Loss of deposit as outlined in Section B.8 will also occur.

16) Event sponsors understand and agree that once a course is approved there will be no re-routing of that course without prior permission from the JPA.

## SAN DIEGUITO RIVER PARK TRAIL EVENTS POLICY

### **Addendum #1**

#### **Rules of the San Dieguito River Park**

*The San Dieguito River Park was created to help preserve and protect the fragile resource of natural open space. The following rules were established to provide the opportunity for recreation that does not interfere with wildlife or people's enjoyment of the Park's natural resources.*

**HAVE A GOOD TIME** - It is very important that people enjoy their time spent at the San Dieguito River Park. Regardless of how people feel when they enter the Park, when leaving they should feel good about themselves and their experience.

**STAY ON DESIGNATED TRAILS** – The JPA staff maintains trails designated for public use. These trails are maintained to provide access to natural areas and preserve the adjacent ecology. Use of closed trails is not allowed and use of non-designated trails is discouraged. If people stay on the trails, then the wildlife will be allowed to live unaffected by the intrusion of humans who come to their habitat to enjoy nature and get exercise.

**PETS MUST BE LEASHED AT ALL TIMES AND OWNERS MUST CLEAN UP AFTER THEIR PETS** - Pets should be leashed and on the trail for resource protection, safety, and consideration of other people (see hand-out 'Why should I put my dog on a leash'). Owners must clean up after their pets. Although the park provides bags at the trailheads, it is the pet owner's responsibility to carry a bag or tool to remove the pet waste.

**LITTERING AND DUMPING PROHIBITED** - Carry out what you carry in. Trashcans are located at all trailheads and also on some trails.

**DEFACEMENT PROHIBITED** - All trail markers, fences, signs, benches, and materials must be protected. JPA has limited funding and vandalism takes resources away from other projects. Natural features also must be protected from defacement. Spray painting and carving into rock, sand, or trees is, of course, strictly prohibited.

**ALL GEOLOGICAL AND ARCHEOLOGICAL RESOURCES ARE PROTECTED** - It is important that the geological features remain undisturbed to ensure a healthy ecosystem off the trail. Archeological resources are protected. Removal of any artifacts erases cultural history information of the San Dieguito River Park. Artifacts must be studied in their original location or the information is lost. Relics that remain may have religious value, and the removal of these artifacts can be considered the equivalent of stealing from a church.

**NO COLLECTING OR REMOVING OF ANY PLANT OR ANIMAL, THEY ARE PROTECTED** – In order to maintain a quality experience for people who enjoy the natural areas of the San Dieguito River Park, it is important not to disturb the ecosystem. Because of the large amount of people who visit the park, picking flowers or breaking off a branch can have long-term negative impacts on the ecosystem. For every snake or lizard that is killed or removed, many insects or rodents will not be eaten and allowed to thrive and multiply.

NO HUNTING OR FIREARMS ALLOWED; FIREWORKS ARE PROHIBITED- This includes all weapons; guns, rifles, bow and arrows, sling shots, and spears. Regardless of the target these items are not allowed. Weapons put the public's safety at risk (\*see *No Collecting or removing of any plant or animal* and *Fires are strictly prohibited* for explanation).

OFF ROAD VEHICLES ARE NOT PERMITTED, AUTHORIZED VEHICLES ONLY - Off road vehicles damage the SDRP trails that are designed for equestrian, hiker, or bicycle usage only. The noise of off-road vehicles may interfere with bird nesting and nocturnal animals that sleep close to the trail.

FIRES ARE STRICTLY PROHIBITED - Dry brush, in some cases has inherent properties that encourages fire, is extremely dangerous. Throughout San Diego County campfires contribute to devastating fires annually. BBQs are permitted in a specified area at the Lake Hodges boat dock ONLY, no exceptions (lake must be open for fishing).

FISHING is permitted seasonally at Lake Hodges. This helps lessen the impact of fishermen to the lake and surrounding ecosystems. Fishermen must possess a California fishing license and a daily-use permit that can be purchased at the main boat dock concession stand. Call 619-465-3474

*Please remember that a large number of people utilize the trails of the San Dieguito River Park and our ability to maintain a healthy natural environment will insure our continued access to natural areas in the future.*

# San Dieguito River Park Trail Events Application

***Read San Dieguito River Park Trail Events Policy before completing.***

Title of event \_\_\_\_\_

Type of event \_\_\_\_\_

Event date \_\_\_\_\_ Name of trail or location requested \_\_\_\_\_

Set-up start time \_\_\_\_\_ Event start time \_\_\_\_\_ Event end time \_\_\_\_\_ Clean-up end time \_\_\_\_\_

Estimated participants \_\_\_\_\_ Est. spectators \_\_\_\_\_ Est. staff/volunteers \_\_\_\_\_ Total \_\_\_\_\_

Estimated number of horses or bikes present \_\_\_\_\_

Name of event sponsor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact person \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address and website, if any \_\_\_\_\_

Name of applicant or event organizer, if different \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact person \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address or website, if any \_\_\_\_\_

Contact person for event insurance \_\_\_\_\_ Daytime phone \_\_\_\_\_

Contact person on day of event \_\_\_\_\_ Cell phone \_\_\_\_\_

Describe vehicle parking requirements, and planned parking location:

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Will you be using vehicles for unloading/loading equipment or supplies? Please describe:

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Do your event plans include traffic control? Please describe:

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Trail Events Application, Page 2**

Will you have security at the event? Please describe:

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Describe any special equipment planned (canopies, tables, sound equipment, signs, banners or the like):

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Will there be amplified music, performances or demonstrations? Please describe:

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Will food or beverages be served? Please describe:

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Will you include the use of alcoholic beverages? Please describe:

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Describe any activities or special needs not covered above:

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Estimated fees enclosed \_\_\_\_\_

I have read and agree to comply with the Park Rules and the San Dieguito River Park Trail Events Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Return to: San Dieguito River Park Offices  
18372 Sycamore Creek Road  
Escondido, California 92025  
(858) 674-2270  
[www.sdrp.org](http://www.sdrp.org)

San Dieguito River Park Staff remarks, restrictions, and recommendations

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*Note: Permission to hold an event may be withdrawn if SDRP determines that the event would have an adverse impact on the Park environment due to unforeseen circumstances that arose after permission was granted.*