

SAN DIEGUITO RIVER PARK
TRAIL EVENTS POLICY
February 2010, Updated April 2013

PURPOSE

Requests are frequently made to the City or County of San Diego or the San Dieguito River Park 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 what the guidelines for approval are.

POLICY

It is the policy of the San Dieguito River Park that events that have the potential to impact the natural habitat, water quality, or wildlife along San Dieguito River Park trails, to damage trails, lead to erosion, or disrupt the general public's ability to enjoy the trails shall be regulated to minimize such impact. It is further the policy of the San Dieguito River Park 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 rides, church and scout community events, fitness functions, weddings, etc. The planned size of the event and the proposed location determine how much the trail and surrounding environment would be impacted, and how much of an impact on staff time there would be; 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Permission to hold an event may be withdrawn if SDRP determines that the event would have an adverse impact on the Park environment due to unforeseen circumstances that arose after permission was granted.

A. PROCEDURES

1. All requests for permits for events on San Dieguito River Park (SDRP) trails or staging areas that are on public property owned or managed by another public agency may require two permits: one from SDRP and one from the other agency.
 - a. On City of San Diego Public Utilities Department (Public Utilities) property an application must be submitted to both Public Utilities and SDRP. 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 SDRP in lieu of the SDRP Trail Events Application. A separate SDRP 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 SDRP will work together for review and recommendation.
 - b. 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. Plan ahead. The SDRP Trail Events Application must be received at least 21 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, a SDRP 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, event organizers and spectators combined.
- 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 SDRP 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 not organized by a commercial operation that charges a fee for users.
 - b) \$200 if 1 or more but less than 50 users by a commercial organization.
 - c) \$400 if 50 or more users but less than 200 users by a commercial organization.
 - d) \$100 if 15 or more but less than 50 users by a non-profit organization.
 - e) \$200 if 50 or more but less than 200 users by a non-profit organization.
- 6) Pedestrian/Bicycle Events over 200 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 Park office to determine what permit conditions will be required and what the fee will be. 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 going on in the Park.

- 8) Event organizers are required to pick up and remove all trail marking 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 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 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 may be required to provide portable toilets depending on the length and type of event and the number of users.

C. RESTRICTIONS FOR ALL TRAIL USERS

1. Events with more than 50 users are restricted to the non-breeding months of protected species to avoid impacts to wildlife. Breeding season begins March 1st and ends September 15th. Therefore, events under this restriction may be held between September 15th and March 1st. Events under 50 users may also be restricted. See also Section D. below.
2. Events may be held during daylight hours only. Note trail closure times vary by location.
3. Event activities must be confined to trail corridors. Designated trails are listed below, along with specific conditions for each.
4. No vehicle access for set-up, water stations, etc without prior permission. Vehicle access restricted to emergency response only.
5. Event sponsors need to provide communication devices to event organizers to be used on the day of the event. Lead organizer needs to provide contact information to SDRP (and Public Utilities staff if applicable) and be available prior to, and leading up to, the event.
6. Event organizers cannot require SDRP or Public Utilities staff for their events and must provide personnel of their own to manage trail usage, parking, and respond to problems.
7. Events, particularly competitive events, cannot interfere with normal trail activities, including access to parking and trails, or Public Utilities' staff repairs or maintenance. If SDRP staff believes that the proposed event will interfere with normal trail activities, the event organizer must revise their plans per direction from SDRP staff.
8. All trash from the event needs to be removed by event organizer immediately after the event. The event organizer must provide large plastic trash bags. Existing Public Utilities and SDRP trash cans need to be emptied after the event and lined with a plastic bag. Events with over 50 users must 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, free-standing 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 .15 of an inch during the event or if within 48 hours of the event rain exceeded or 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 exceeded or predicted to exceed .50 of an inch.
12. SDRP 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. SDRP or Public Utilities 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 SDRP.

D. DESIGNATED TRAILS. Events must be on designated trails, as listed below. This list will be amended as new trails are added; contact River Park staff for trails not listed below.

Piedras Pintadas – Designated Trail (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 75 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- No bike events because trail is too narrow.
- Equestrians are not allowed on this trail year-round.
- No events over 25 users west of Green Valley Creek Bridge due to sensitive cultural and natural resources.

Bernardo Bay – Bernardo Bay Trail and Fisherman’s Trail (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 75 users, because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- No bike events because trail is too narrow.
- Equestrians are not allowed on this trail year-round.

David Kreitzer Lake Hodges Bicycle-Pedestrian Bridge (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 75 users.
- Limit bike events to 35 riders, and bike speed is limited to 10MPH.
- Equestrians are not allowed on this trail year-round.

Lake Hodges North Shore Trail – From Sunset Staging Area to the Boat dock. (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 150 users.
- Limit bike events to 35 riders and bike speed is limited to 10MPH.
- Limit equestrian events to 20 horses and horses must walk, no running or trotting.

- Event monitors need to be posted on both sides of I-15 and at the Lake Hodges Bridge.
- Events that utilize the boat dock area when that lake is open for fishing are restricted to 75 users. Use of the boat dock area needs to be coordinated directly with the reservoir keeper. Event monitors need to be posted at the boat dock parking lot and anywhere users will interface with a parking area or entrance road.
- Sunset Drive Staging Area can be used for parking not exceeding 25 vehicles. There is no event parking on the street or at the trail head. Vehicle with a trailer equals 2 vehicles.

Lake Hodges North Shore Trail – From the boat dock to the dam. (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 75 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- Limit bike events to 12 riders and bike speed is limited to 10MPH.
- Limit equestrian events to 8 horses and horses must walk, no running or trotting.
- Events that utilize the section of trail along the entrance road, when that lake is open for fishing, are restricted to 75 users. Use of this area needs to be coordinated directly with the reservoir keeper. Event monitors need to be posted at the boat dock parking lot and anywhere users will interface with a parking area or entrance road.

Del Dios Gorge Trail and Santa Fe Valley Trail– From the dam to the Western terminus of the Santa Fe Valley Trail. (Requires permit from SDRP)

- Trail best suited for events of less than 75 users, because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- Limit bike events to 12 riders, and bike speed is limited to 10MPH.
- Limit equestrian events to 8 horses and horses must walk, no running or trotting.
- The staging area off Del Dios Highway can be used for event organizers to monitor events and for a water station. The staging area is not available for users because of the limited parking opportunities.

Mule Hill Historic and San Pasqual Valley Trails – From Sunset Staging to the base of Raptor Ridge. (Requires permit from Public Utilities and SDRP).

- Trail best suited for events of less than 150 users.
- Limit bike events to 35 riders, and bike speed is limited to 10MPH.
- Limit equestrian events to 20 horses and horses must walk, no running or trotting.
- The first 1 mile of the trail is maintained for trail users with limited mobility so damage caused by heavy usage must be avoided.

Mule Hill Historic and San Pasqual Valley Trails – From the west side base of Raptor Ridge to the east side base of Raptor Ridge (Grasslands). (Requires permit from Public Utilities and SDRP).

- Trail best suited for events of less than 25 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- Limit bike events to 12 riders and bike speed is limited to 10MPH.
- Limit equestrian events to 8 horses and horses must walk, no running or trotting.
- Event routes are limited to two trips on the section of trail.

Mule Hill Historic and San Pasqual Valley Trails – From the east side base of Raptor Ridge (Grasslands) to the San Pasqual Valley Staging Area (Highway 78). (Requires permit from Public Utilities and SDRP)

- Trail best suited for events of less than 150 users.
- Limit bike events to 35 riders and bike speed is limited to 10MPH.

- Limit equestrian events to 20 horses and horses must walk, no running or trotting.
- The Santa Ysabel Creek Road Staging Area can be used for event organizers to monitor events and for a water station. The staging area is not available to users because of the limited parking.
- The San Pasqual Valley Staging Area can be used for parking not exceeding 35 vehicles. There is no event parking on the street. Vehicle with a trailer equals 2 vehicles.
- Event monitors need to be posted at the crossing at Santa Ysabel Creek Road and where there is shared use with active farming operations.

Highland Valley Trail – Designated Trail (Requires permit from SDRP)

- Trail best suited for events of less than 75 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- The Highland Valley Staging Area can be used for parking not exceeding 20 vehicles. There is no event parking on the street. Vehicle with a trailer equals 2 vehicles
- Event monitors need to be posted at the crossing at Sycamore Creek Road.
- Bikes are not allowed on this trail year-round.
- Limit equestrian events to 8 horses and horses must walk, no running or trotting.

Coastal Trail (Requires permit from SDRP)

- There is no parking for events.
- Trail best suited for events of less than 75 users due to the sensitive habitat in this area.
- Limit bike events to 35 riders and bike speed is limited to 10MPH.
- Event monitors need to be posted at San Andreas to discourage trail use beyond the eastern terminus and at Jimmy Durante Blvd to control traffic onto Jimmy Durante.
- Equestrians are not allowed on this trail year-round.

Bernardo Mountain Summit Trail

- Trail best suited for events of less than 75 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- No bike or equestrian events.
- Event routes are limited to two trips on the section of trail.

Bernardo Mountain Lake View Trail

- Trail best suited for events of less than 75 users because the trail narrows to a double track trail and there is a high potential for off trail intrusions and interference with normal trail activities.
- Limit bike events to 12 riders and bike speed is limited to 10MPH.
- Limit equestrian events to 8 horses and horses must walk, no running or trotting.

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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 peoples 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 - SDRP 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 for obvious reasons. 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. SDRP 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. BBQ's 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:

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

Do your event plans include traffic control? Please describe:

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Will you have security at the event? Please describe:

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

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

Will food or beverages be served? Please describe:

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

Describe any activities or special needs not covered above:

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

San Dieguito River Park Staff remarks, restrictions, and recommendations

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.