



Day Camp Operation Application and Permit

-- > **Please complete and sign the following.**

East Bay Regional Park District, 2950 Peralta Oaks Ct., Oakland, CA 94605-0381 hereby grants the organization listed in Section I below (hereinafter called the "Permittee") represented by Contact Person in Section I, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement. This Agreement not valid unless signed by an authorized representative of the East Bay Regional Park District.

Section I: Permittee Information

Organization Name: _____

Camp Name: _____

Contact Person: _____ Title: _____ Phone Work: _____

Phone Cell: () _____ Fax: () _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Alternate Contact: _____ Title: _____ Phone Work: _____

Phone Cell: () _____ Fax: () _____ Email: _____

Beginning and end dates of day camp: _____

Parks to be visited: _____

Section 2: Terms and Conditions:

1. **SITE CAPACITY:** Day Camp programs may not exceed 200 participants. Picnic sites must be selected based upon camp size. Sites must accommodate the total number of campers comfortably. For example, a camp that serves 50 campers cannot reserve a site that accommodates 35. The District will not allow camps to overflow into non-reservable or other reservable sites. In many parks, no more than two (2) sites may be used due to high demand. Park District staff reserves the right to place camps in appropriate picnic site locations if not chosen by operator.
2. **PERMIT FEE:** Fee for this permit is \$20.00.
3. **RESERVATIONS:** First priority is given to day camps that hold their camps at least two days a week in EBRPD parks and who submit their requests in writing by Friday, December 4, 2009 at 4:30pm. We review all requests and make our best effort to give each day camp as many of their first and second choices as possible. You will be notified of your site assignment within two weeks of the submission deadline.
4. **PICNIC FEES:** In order to be eligible for the day camp rates, you must meet ALL of the following criteria:
 - Complete and sign this agreement
 - Hold your day camp at least two days/week in the EBRPD
 - Pay 10% of your reservation or \$250 (whichever is less) within 14 days of receiving your contracts
 - Reserve your dates before April 30, 2010

- Pay total fees by April 30, 2010

Day camp reservations not paid by the due date are subject to cancellation and you will forfeit your eligibility for the day camp rates. The day camp rates are roughly half the price of our regular rates, so you are strongly encouraged to pay on-time.

- 5. SECURITY DEPOSITS:** A \$150 security deposit/week is required for day camps. The total amount of this deposit will be added to your last reservation of the summer. All or part of your security deposit may be retained for violation of any park rules or of the terms of this contract. **The E.B.R.P.D. will be using Incident Reports to record any problems or deviations from the guidelines expressed in this agreement. All reservations may be revoked at the District's discretion without a refund of any kind.**

If your group or area requires additional cleaning or attention by park staff, you will be charged for staff time at the rate of \$50/hour. For example, Picnic tables must be protected when conducting arts and crafts projects. Please cover tables with large butcher paper or plastic before beginning the project. If there are no problems, your refund will be processed within 7 days of the last day of your camp. You are encouraged to pay your security deposit by credit card. Credit card refunds are instant, while check refunds take 4-6 weeks to be printed and mailed.

- 6. Electricity to picnic sites is not available except at the following locations, Kennedy Grove and Quarry Lakes for a nominal fee.** Please do not request District Personnel to provide you with electrical hookup from a building. Your request will be denied.

7. CONDUCT:

- All participants will be held to the highest of standards while visiting the parks. We ask that you treat other participants and District staff with the utmost respect, courtesy and consideration.
- Illegal possession or use of alcohol, drugs or controlled substances is prohibited.
- Firearms of any kind are strictly prohibited.
- While visiting a park, practice the "Leave No Trace" philosophy. If you bring it in, take it out.
- Conservation of water must be observed. Allowing children to play in water fountains, or bathrooms is prohibited.
- Avoid wildlife. Although some wildlife pose a potential threat, most will avoid humans at all cost. Unless directly threatened by an animal, leave it alone.
- While in the East Bay Regional Park District, we expect all participants to obey Ordinance 38. It is illegal to collect plants, animals, or rock/mineral specimens.
- Camp participants must stay on park trails and developed areas. Avoid activities that encourage repetitive entry into sensitive areas around the base of trees or through the brush. Using or creating bootleg trails is forbidden.
- All park rules apply.

- 8. PARKING PASSES:** For parks where parking is charged, you will receive one parking pass per ten children enrolled in your camp. You must request parking passes in writing (email preferred) no earlier than 30 days before your camp to ensure accurate numbers. Parking passes are valid for staff use on the dates that your camp is in session.

- 9. PICK-UP AND DROP-OFF:** Camper pick-up and drop-off locations must be coordinated with and approved by Park Supervisor.

- 10. SUPERVISION:** Children must be supervised at all times. Staff may not allow children to damage District property, flora or fauna. This includes tearing bark off trees, hanging from tree limbs and/or collecting sticks, rocks etc. Children found separated from counselors or out of camp staff's sight will be escorted back and an Incident Report* will be filed.

- 11. INSURANCE:** Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following two items are **required** and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

- a. List as Certificate Holder:
East Bay Regional Park District,

Attn: Reservations Supervisor
P.O. Box 5381
Oakland, CA 94605-0381

- b. *Additional Insured Endorsement which contains the following language:*
“The East Bay Regional Park District, its officers employees, and agents are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates). This insurance shall be the primary coverage for this event.”

Quarry Lakes Insurance: Events at Quarry Lakes Regional Park must also name “Alameda County Water District” as additional insured. Certificate holder address is: ACWD 43885 South Grimmer Boulevard, Fremont, California, 94538

12. INDEMNIFICATION: In consideration of receiving a Day Camp Operator Permit, I, on behalf of myself and the sponsoring agency, agree to indemnify, hold harmless, defend and protect EBRPD, its officers, directors, agents, and employees (collectively “Indemnitees”) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including attorneys’ fees), penalties, judgments, or obligations whatsoever for or in connection with illness or injury (including death) or damage to any person or the loss or damage of property to whomsoever belonging or pecuniary or monetary loss resulting from, arising out of, or in any way related to the training activities, excepting only such claims arising from the sole negligence or willful misconduct of EBRPD.

13. ACKNOWLEDGMENT: By signing below, I am acknowledging that I have read and understand the Day Camp Guidelines, that I am authorized to obtain this permit by the Organization listed in Section I and to accept all of its terms. If this application is approved, all information within will become part of your final permit.

Name	Signature	Date
Tiffany Margulici, Reservations Supervisor <i>Not valid unless signed by both parties.</i>	Signature	Date

Section 3: Payment

Payment Method (*No cash*):

- Check (Payable to EBRPD).
- Visa/MasterCard VIA PHONE ONLY. Due to Purchase Card Industry Regulations, we do not accept credit card numbers via USPS.

RETURN the payment, signed partner agreement, and insurance to:

Mail: E.B.R.P.D., Attention Reservations Supervisor, PO Box 5381, Oakland, CA 94605-0381
Email: tmargulici@ebparks.org or kmccclendon@ebparks.org
Phone: 510-544-2540 or 510-544-2542
Fax: 510-639-4757

Section 4: Insurance - for staff use only

Insurance received on _____ by _____