

SUMMER DAY CAMP OPERATION RESERVATION REQUEST FORM

To request site reservations for your day camp, complete these steps:

- Step 1 - Read the Day Camp Operator Permittee Guidelines.
- Step 2 - Login to www.ebparksonline.org and purchase the 2017 Day Camp Operator Permit. If this is your first time, create your account using your legal name (Do not use the name of your organization or your day camp).
- Step 3 - Print, sign, and date the permit. Return all pages of the signed permit by email, fax or mail. See contact information below.
- Step 4 - Complete the reverse of this form with your requested sites and dates and return it to the Reservations Department no later than **the last Wednesday in September by 5pm.**

Reservations will be booked on a first-come-first-served basis. If your requested sites are no available, we will reserve an alternative site if any are available.

Reservation confirmations: Tentative reservation contracts will be emailed to you in October from Reservations@ebparks.org.

Payment Due: A 20% non-refundable down payment (\$250 minimum) to hold your dates is due within 14 days of us emailing you your reservation contract(s). Call 888-327-2757, option 2, to pay by Visa or MasterCard.

Where do I send the Day Camp Reservation Request Form?

- Email: reservations@ebparks.org
- Fax: 510-635-5502
- Mail: East Bay Regional Park District
Attn: Reservations Supervisor
PO Box 5381
Oakland, CA 94605-0321

Questions and to receive the Day Camp Operator Application Form:

- Call the Reservations Supervisor at 510-544-2540 or email reservations@ebparks.org.

DAY CAMP RESERVATION REQUEST FORM

Instructions: Items marked with an asterisk are required. If you leave them blank, reservations will not be booked. Each line should be a continuous block of dates; use a new line if there is any break in days.
Example: June 1-5 should be on a different line from June 8-12.

*Check One:

Public Agency
 For Profit
 Non-Profit Tax ID

#:

*Organization: _____ *Contact Person: _____

of Kids*: _____ # of Adults*: _____ Contact Phone*: _____ Email*: _____

*Start date	*End date	*Park	*1 st Choice Site Name	2 nd Choice Site Name	3 rd Choice Site Name	*Day Use or Overnight ?	*Request Vehicle Access? (Yes/No)

Copy this page and attach additional sheets as needed

DO I NEED A DAY CAMP OPERATOR PERMIT?

All day camps (for-profit, non-profit and public agency) must have a permit in order to operate in the East Bay Regional Park District. The Day Camp Operator Permit is offered June through August. Any day camps operating outside of those months requires a Special Event Permit. Camps are considered to be operating in the East Bay Regional Park District when the park is the primary business location, i.e. kids are dropped off and picked up at the park. In most cases, a permit is not required for occasional field trips that start and finish at the provider's own facilities.

Advanced notification is required for swimming:

see <http://www.ebparks.org/activities/swimming>.

DAY CAMP CAPACITY & SIZE:

- Day Camp programs may not exceed 200 participants.
- In many parks, no more than two (2) sites may be used due to high demand.
- Site reservations are required. Sites must be selected to accommodate the total number of attendees comfortably. Park District staff reserves the right to place camps in appropriate locations if one is not chosen by operator.
- Camps are not allowed to overflow into non-reservable or other reservable sites. Lawn areas and play structures may be used by day camps; however, use must be coordinated with the Park Supervisor in order to enable use by other groups and the general public.
- The site reservation requirement *may* be waived for groups of 30 people or less if the Park Supervisor approves an appropriate and safe drop-off and pick-up location.

RESERVATIONS & FEES: Priority for sites is given to day camps who submit their requests in writing by **the last Wednesday in September** to reserve for next summer. Bookings are first-come-first-served. Tentative reservation contracts will be emailed in October. To be eligible for the day camp discount rate, you must meet *all* of the following criteria:

1. Purchase the Day Camp Operator Permit online at www.ebparksonline.org by paying the \$50 non-refundable fee. Sign, date and return all pages to reservations@ebparks.org or fax to 510-635-5502.
2. Submit the Day Camp Reservation Request Form (see the last page) by the last Wednesday in September to request sites for next summer (June-August).
3. Pay the non-refundable initial payment (20%, or \$250 minimum) within 14 days of receiving your tentative site reservation contract(s) in order to hold the dates.
4. Pay the full balance due by April 30. *Any reservations not fully paid by April 30 are subject to cancellation, and you forfeit eligibility for the day camp discounted rates.*

TO COMPLETE THE DAY CAMP PERMIT PROCESS: In addition to steps 1-4 above:

5. Submit the completed Application Packet to the Park Supervisor at least 60 days prior to your camp start date (see details below).
6. Submit the Insurance Certificate to the Reservations Supervisor at least 60 days prior to your camp start date (see details below).
7. Schedule and attend the mandatory pre-event meeting with the Park Supervisor(s) at least 45 days prior to your camp start date to get their approval for your camp.
8. Request parking passes to Reservations@ebparks.org at least 2 weeks prior to your camp start date. They can only be mailed or picked up. Please plan accordingly.

One person must be responsible for the entire application process. The person who signs the application must meet with the Park Supervisor and sign the contract.

SECURITY DEPOSIT AMOUNT: A \$100 security deposit per week is required for day camp reservations, with a maximum of \$500 for the entire summer. The total amount of this deposit will be added to your last reservation of the summer.

SECURITY DEPOSIT REFUND/PENALTIES: Your security deposit may be retained for violation of any park rules or of the terms of the permit. Reservations may be revoked at the District's discretion without a refund of any kind. If your group requires additional cleaning or attention by park staff, you will be charged for staff time. For example, picnic tables must be covered with butcher paper or plastic during arts and crafts projects. If there are no problems, your refund will be processed within 2 weeks of the last day of your camp. You are encouraged to pay your security deposit by credit card. Credit card refunds are issued when we process your refund; check refunds take 4-6 weeks to be issued after we process it.

APPLICATION PACKET: Your completed Day Camp Permit Application form, schedule of activities, emergency plan, and map showing pick up and drop off must be submitted to the Park Supervisor at least 60 days before your camp starts. **An application form will be emailed to you after we receive your signed and dated Day Camp Operator Permit (see step 1 above).**

MANDATORY PRE-CAMP MEETING: You must schedule and attend a **mandatory pre-camp meeting with the Park Supervisor at least 45 day prior** to your camp start date to request approval: discuss planned activities, your emergency plan, drop-off/pick-up location, and answer any concerns. Open communication is one of the keys to a safe and successful summer!

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 camp) to be held on (date range). This insurance shall be the primary coverage for this event.”

Quarry Lakes Regional Park: Insurance must also name “Alameda County Water District” as additional insured. Certificate holder address is: ACWD 43885 South Grimmer Boulevard, Fremont, California, 94538. Email a copy to water.supply@acwd.com when you send it to the Reservations Supervisor.

Hayward Regional Shoreline: Events at Hayward Regional Shoreline must also name “Hayward Area Recreation and Park District” as additional insured. Certificate holder address is: 1099 “E” Street, Hayward, California, 94541.

PARKING PASSES: Email your request to Reservations@EBParks.org at least 2 weeks before your first day of camp. Passes are valid only on days that your camp is at the park. Passes must be mailed or picked-up in person at District Headquarters; please plan accordingly.

CONDUCT IN THE PARKS:

- Ordinance 38 and all park rules must be followed.
- Treat other park users and District staff with respect, courtesy and consideration.
- Day Camp staff may not allow children to damage or collect District property, flora or fauna. This includes tearing bark or branches off trees and building “tree forts”.
- While visiting a park, practice “Leave No Trace”. If you bring it in, take it out.
- Conserve water; no playing in water fountains or in bathrooms.
- 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.
- Stay on official trails and in developed areas. Avoid activities that include repetitive entry into sensitive areas around the base of trees or through brush. Using or creating bootleg trails is forbidden.

SAFETY:

- Children must be supervised with age-appropriate adult/child ratios at all times.
- All participants will follow the rules of their organization for day camp operations and safety. Day Camp staff must be trained to follow their emergency response plan.
- Firearms and explosives including fireworks of any kind are strictly prohibited.
- Illegal possession or use of alcohol, drugs or controlled substances is prohibited

COMPLIANCE: Permittee must comply with all applicable laws and regulations pertaining to organized camps and/or child care providers as described in the California Health and Safety Code, California Code of Regulations, Department of Social Services Community Care licensing division rules, and/or other state and federal codes.

Questions?

Contact the Reservations Supervisor at Reservations@ebparks.org or call (510) 544-2540.