

EAST BAY REGIONAL PARK DISTRICT

RESOLUTION No. 1985-4-110

April 30, 1985

APPROVAL OF DISTRICT SPONSORED SPECIAL EVENTS POLICY

WHEREAS, staff recommends establishment of policy guidelines for District sponsored special events, defining the planning, financing and limitations for such special events;

NOW, THEREFORE, BE IT RESOLVED that the following Policy for District sponsored special events is hereby approved and adopted for inclusion in the Personnel Administrative Manual:

SPECIAL EVENTS POLICY FOR DISTRICT
SPONSORED SPECIAL EVENTS

(A "Special Event" is defined as a District sponsored recreational activity or celebration. This definition excludes ongoing programs such as docent and volunteer programs, Junior Rangers, etc.)

1. Special Events should be planned in advance for inclusion in the Budget, communicated to support Departments (e.g. Development), and included on the District calendar, Board event listing and the Beat Sheet.
2. Approval of Special Events will usually be through the Budget process. When no District funds are budgeted, approval of the Event by the General Manager or the Board of Directors will be required, including redistribution of budgeted resources, if necessary.
3. Staff time to produce Special Events shall not unreasonably jeopardize normal operations. Should volunteer District employees be used, such volunteers will be on their own time. Should employees be used on a paid time basis for Special Events, the time charges and costs must be coded to the approved Special Event budget.
4. Revenue from all Special Events which are funded by District resources or staffed by paid District employees must be reported to the Controller and turned in under standard revenue codes as revenue for the involved park. These revenue funds will not go to the Inter-County Parks Foundation or to any other Special Funds.

Moved by Director Lynn Bowers, seconded by Director James H. Duncan, and adopted this 30th day of April, 1985, by the following vote:

FOR:	Directors Lynn Bowers, Walter H. Costa, James H. Duncan, Mary Lee Jefferds, Harlan Kessel, John O'Donnell, and Ted Radke.
AGAINST:	Directors none.
ABSENT:	Directors none.