

## 2023 Summer Day Camp Operator Permit FAQ's and Timeline

Thank you for your interest in obtaining a Summer Day Camp Operator Permit. Please review the Summer Day Camp FAQ's below. Information pertaining to the Summer Day Camp Operator Permit process can be found here: [Summer Day Camp Operator Permit](#).

### Do I need a Summer 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 for programs starting and ending between June 1 and August 31. Camps or other educational/childcare programs operating outside of those months (September 1 – May 31) require an Outdoor Program Permit or Special Event Permit. Occasional field trips typically don't require a permit. Call Reservations, 1-888-327-2757, option 2 if you have questions.

### What is the first step in obtaining a Summer Day Camp Operator Permit?

Request forms will be available online on October 11, 2022 (link at top of page). If printed, the request form is on 11x14 (Legal Size) paper. Request forms will be accepted no earlier than 9am on Tuesday, November 1, 2022 and up until 4pm on Friday, January 6, 2023. **We are unable to accept requests after Friday, January 6, 2023.** Limited space is available!

### How much is the Summer Day Camp Operator Permit? Is it refundable?

The permit is \$100.00 and is non-refundable. This does not include the cost to reserve picnic and/or group campsites, or other fees associated with park use (parking, vehicle access, etc.). You will be provided instructions on how to purchase the permit when your request is confirmed.

### Do I need to reserve a picnic and/or group campsite? How many sites can I reserve?

Site reservations are required for groups with 25 or more people (adults + kids). Sites must be selected to accommodate the total number of participants comfortably and group size must not exceed site capacity. Park District staff reserve the right to place camps in appropriate locations if one is not chosen by the operator.

In most parks, no more than one (1) site may be used due to high demand. Please check [EBRPD - Picnics \(ebparks.org\)](#) for specific site information including maximum site capacities. Groups 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 and approved by the Park Supervisor.

### What does it mean to be a "roaming" group?

Groups with less than 25 may request to be "roaming". Roaming groups must select a safe location for drop-off and pick-up and also have access to water and restrooms. Roaming groups are not allowed to use any of the reservable sites.

### Can I reserve a group campsite for day-use for a day camp?

Yes, select group campsites may be reserved for day use **Monday-Thursday only**. The sites and the maximum capacities are: **Tilden** - Gillespie (75); Wildcat View (75); New Woodland (75); **Reinhardt Redwood** - Trails End (25); Fern Dell (50)

## How much do the site reservations cost?

Cost is dependent on the maximum site capacity. Please check here, [EBRPD - Picnics \(ebparks.org\)](http://EBRPD-Picnics(ebparks.org)), for park and site-specific information. Alameda and Contra Costa County Day Camp operators qualify for discounted day-use rates as shown in the chart below. Out of county organizations pay standard reservation fees. Day camps must also pay \$100 security damage deposit per week/site, with a maximum of \$600/site for the entire summer. Roaming groups also pay \$100/week per park up to \$600/park. Overnight reservations are subject to standard fees. All reservations are subject to an \$8.00 per reservation service fee.

Summer Day Camp Operator Picnic Site or Select Day Use Camping Site Reservation Fees for Alameda and Contra Costa County Organizations. (Fees subject to change.)			
Maximum Site Capacity (Adults + Children)	Non-Profit	For-Profit	Public Agency
35	\$30/day	\$39/day	\$24/day
50	\$40/day	\$52/day	\$32/day
75	\$60/day	\$78/day	\$48/day
100	\$80/day	\$104/day	\$64/day
150	\$120/day	\$156/day	\$96/day
200	\$158/day	\$205/day	\$126/day
300	\$235/day	\$306/day	\$188/day
350 (picnic site only)	\$273/day	\$354/day	\$218/day
500 (picnic site only)	\$388/day	\$504/day	\$310/day

## Are all EBRPD locations accepting requests? (Requests must be received by 4pm, Friday, January 6, 2023)

All locations will accept requests on a space-available basis as long as water, restrooms, and a safe drop-off/pickup location are available. This is subject to change pending conditions at the Park. **Please note: Day Camp programming is NOT permitted in the following areas:** Roberts Park – in the Redwood Grove which includes the Bay Vista, Madrone, Roberts Grove, and Huckleberry picnic sites; Temescal Park – Broadway Terrace entrance (south end of park) including Streamside, Big Rock, and Parkview picnic sites.

## When will I be notified about the status of my request?

You will be notified by 4pm on Friday, December 2, 2022 about the status of your request. Reservation information will be sent via email. The application and instructions on purchasing the Summer Day Camp Operator Permit will be provided to you. For requests received after December 2, you will be notified of the status of your request within 5 business days.

## What are the insurance requirements?

See last page.

## SUMMER DAY CAMP OPERATOR PERMIT TIMELINE

\*Information will be updated here: [Summer Day Camp Operator Permit](#).

**October 11, 2022:** Request forms available online. Request forms are 11x14 (Legal-size). They are fillable and can be saved as a pdf for easy submission.

**November 1, 2022:** Request forms accepted beginning at 9am on November 1; email submissions preferred. Email to [reservations@ebparks.org](mailto:reservations@ebparks.org). Incomplete or illegible forms will be returned. Forms are fillable. Typed and saved as pdf preferred.

**December 2, 2022:** Notifications of reservations will be emailed to primary contact listed on request form by this date. For requests received after December 2, please allow up to 5 business days for a response. Applications and Instructions on purchasing the Summer Day Camp Operator Permit will be provided to you.

**January 6, 2023:** LAST day to submit a request for a Summer Day Camp Operator Permit.

**February 3, 2023** – Complete application packets are due to the Reservations Department. If application packets are complete, they will be forwarded to the Park Supervisor(s) to review. At that time, you will be provided the contact information so you can schedule the mandatory “pre-camp” meetings. Please do not contact the Park Supervisor until you are instructed to do so.

**March 1, 2023** – Balance of reservations and insurance due.

**March 31, 2023** – All permits and reservations should be approved by this date.

Permits and reservations will be converted to APPROVED status and emailed to you via Adobe Sign for signature after the following is completed:

- Pre-camp meeting complete
- Application is approved
- Permit is purchased
- Balance of fees paid
- Valid insurance on-file.

As a reminder, advertising of programs is NOT permitted until an approved permit is on-file.

**June 1 – August 31, 2023** – Summer day camp season!

Questions? Email [reservations@ebparks.org](mailto:reservations@ebparks.org)

# Insurance Requirements

<b>A. General Liability Insurance</b> (bodily injury and property damage) on an occurrence basis in an amount not less than <b>\$1 million per occurrence</b> and at least <b>\$2 million in the aggregate</b> .	Required
<b>B. Certificates of Insurance</b> - All insurance shall include East Bay Regional Park District as additional insured and the insurance shall be <b>primary</b> . The following <b>must</b> be noted on the Certificate of Insurance to demonstrate appropriate insurance coverage.	
i. <b>List as Certificate Holder:</b> <b>East Bay Regional Park District</b> <b>Reservations Supervisor</b> <b>2950 Peralta Oaks Court</b> <b>Oakland, CA 94605</b>	Required on COI
ii. <b>Additional Insured Endorsement</b> - The following language must appear on the Certificate of Liability Insurance in the Description of Operations box: The East Bay Regional Park District, its officers, employees, and agents are named as an additional insured with respect to liability arising out of (event name, date(s), location(s)). <b>This insurance shall be primary and non-contributory.</b>	Required on COI
i. <b>Additional Insured Endorsements</b> are required for General Liability and Auto Liability Insurance	Required as separate endorsement
ii. <b>Primary Insurance Endorsement</b> is required for General Liability Insurance.	Required as separate endorsement
iii. <b>Waiver of Subrogation Endorsement</b> in favor of the Park District is required for Workers' Compensation Insurance (see "D" below).	See "D" below
<b>D. Workers' Compensation</b> as required by law and Employer's Liability with limits of \$500,000 per occurrence (only required if employees will be used).	Are you using employees? (Y/N)
<b>E. Automobile Liability</b> (bodily injury and property damage) in an amount not less than \$1 million per occurrence extending to owned, non-owned, and hired vehicles (only required for approved special vehicle access).	Are you requesting special vehicle access? (Y/N)
<p>Additional endorsements are required for the locations listed below. Additional permits may be required if the event involves the use of vehicles driven on non-public park roads or trails,</p> <ul style="list-style-type: none"> <li>• <b>Quarry Lakes</b> Regional Park events: must also name "Alameda County Water District" as additional insured. ACWD, 43885 S. Grimmer Boulevard, Fremont, CA 94538.</li> <li>• <b>Iron Horse</b> Regional Trail events: must also name "Contra Costa County, its employees, officials and agents" as additional insured. Contra Costa County, 1025 Escobar Street, Martinez, CA 94553.</li> <li>• <b>Hayward Regional Shoreline</b> events: must also name "Hayward Area Recreation and Park District, its employees, officials and agents" as additional insured. Hayward Area Recreation and Park District, 1099 E Street, Hayward, CA 94541</li> </ul>	