



City of Chico

SPECIAL USE APPLICATION & PERMIT

Public Work Department - Park Division
411 Main Street, 3rd Floor/ P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4825

TYPE OF USE: (Please check applicable)			
<input type="checkbox"/>	Educational Workshop	<input type="checkbox"/>	Temporary Access
<input type="checkbox"/>	Research Project	<input type="checkbox"/>	Other:

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • Application fee due upon submittal •

THIS PERMIT IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.
PLEASE PRINT:

Name of Applicant/Contact Person

Employment/Organization Named on Certificate of Insurance

Home/Mailing Address

Organization/Company Address

City, State, Zip

City, State, Zip

Work Phone

Cell Phone

Date(s) of Use

From: _____ To: _____ Time: _____

Number of People: _____

AREA REQUESTED (attach diagram and additional pages if necessary) Include: Units, roads, trails, etc.

EDUCATIONAL FIELD TRIP INFORMATION (Skip this portion if this does not apply)

Teacher/Leader _____ Co-Teacher/Leader (Required for two or more classes): _____

School/Organization: _____

Please check the best way(s) to contact you. (Contact Person must be same listed above)

Work Phone (____) _____ Cell Phone (____) _____ Other _____

Email _____

Grade Level: _____

Number of classes: _____

No. of Students _____

No. of Adults: _____

Related Studies/Currently Studying: _____

SECTION 2 - PERMIT FEES

For Official Use Only

Application Fee \$ 19.00 (Non-Refundable)

Reservation Fee \$ _____ (for request that charge the participants) Credit Card Convenience Fee \$ 2.00

Total Fee Required: \$ _____ Fee due upon submittal of application. * *Make Checks Payable to: City of Chico*

City of Chico Cash Receipt No. _____ Paid: _____ Date: _____ Received By: _____

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Fax (various)
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector.	Risk Management (e-mail)	

SECTION 3 – Description of Activity

DESCRIPTION OF PROPOSED ACTIVITY (attach diagram and additional pages if necessary)

Include: When (seasons, days, hours); How (methods, techniques, transportation); Frequency (one time only, daily, occasionally); Types of Specimens collected (Species, quantity, size, condition); Special Needs/Access.

GENERAL SCOPE AND NATURE OF APPLICANT ORGANIZATION'S GOALS

SECTION 4 - INSURANCE

[] Required, **Certificate of Insurance**, meeting City standards must be received by: _____

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of activity, date(s) of activity.

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insured as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable.

Please Note: Your permit may be cancelled if the insurance is not approved at least two weeks prior to the scheduled dates of use.

SECTION 5 - ACCEPTANCE OF CONDITIONS

INDEMNIFICATION: Except for any act or omission to act which constitutes active negligence on the part of the City of Chico (for which City shall hold Permittee harmless as if this were a reciprocal indemnity), Permittee shall hold City, its boards and commissions and members thereof, its officers, employees, and agents harmless and free from any and all liability arising out of or relating to this Letter Agreement and/or Permittee's access to and use of the Premises by Permittee, any of its members, or any of its guests or invitees. Should City or any of its boards, commissions or members thereof, its officers, employees, or agents be named in any suit, or should any claim be made against it or any of them by suit or otherwise, whether the same be groundless or not, arising out of or relating to this Letter Agreement and/or Permittee's access to and use of the Premises, Permittee shall defend City, its boards, commissions and members thereof, its officers, employees, and agents, and shall indemnify them for any judgment rendered against them or any sums paid out in settlement or otherwise.

Read each of the statements below. After you have read the statements and understand them, please sign and date in the space provided in this section.

- a. I certify that I have read this application thoroughly, followed any and all instructions, understand its contents and supplied true and correct information herein to the best of my knowledge and belief.
- b. I understand I must comply with the attached "General Conditions for Special Use," any additional conditions set forth by this permit and all pertinent provisions of the Chico Municipal code and all other applicable laws, rules and regulations.
- c. Additionally, I will secure the necessary insurance and provide the City with the acceptable insurance certificate, without which this permit is invalid.

X

Signature of Applicant

X

Date

SECTION 6 – PARKS DIVISION AUTHORIZATION

For Official Use Only

I certify that I have carefully reviewed this application and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s): Attached
- Denied. Reason:

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- Application approved by the Bidwell Park & Playground Commission.
 - Application denied by the Bidwell Park & Playground Commission. Reason:
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ADDITIONAL CONDITIONS FOR SPECIAL PARK USE

The permittee shall comply with the additional conditions set forth below:

- a. _____
- b. _____
- c. _____
- d. _____

Signature of Parks and Natural Resource Manager

Date:

RETURN ENTIRE FORM TO:

City of Chico - Park Division
411 Main Street
P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800
FAX: (530) 895-4825
parkinfo@chicoca.gov

THIS PERMIT IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.
A copy of the approved application will be returned to you.

SECTION 7 GENERAL CONDITIONS FOR SPECIAL PARK USE

City agrees to permit Permittee to access and use City property, subject to the following terms and conditions:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the pool deck.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed unless otherwise approved. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of the use.
- Damages** Permittee acknowledges the ecological sensitivity of the area and agrees not to take, cut, injure or destroy any of the flora, fauna, geological and archaeological resources or other artifacts of any kind on the property unless otherwise approved. Any damage to City property as a result of this permit will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. Dogs are not allowed in One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, page33, for fishing in Big Chico Creek. Horseshoe Lake: age 14 and over, catch and release; under 14: catch and keep.
- Gate Closures** Upper Park gate at parking are E is closed on Sundays and Mondays and during seasonal wet periods. Upon approval gates can be closed beyond normal opening times and vehicle access to closed areas may be permitted.
- Glass** No glass beverage containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** No smoking is allowed in any portion of Bidwell Park.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for special use is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
 - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
 - Only approved vehicles will be allowed access through areas which have been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.
- Amendment** This permit may be modified or amended only by a writing duly authorized and executed by both City and Permittee.

***I have read and agree to conform to the above rules and conditions:**

Signature of applicant

SECTION 8 SPECIAL USE INFORMATION

Please answer the following questions by checking "Yes" or "No"

Is this an annual permit? If yes, how many years have you been issued a permit? _____	Yes	No
Is there a patron admission, entry or participant fee(s) required or solicitation of donations? If yes, please provide amounts: _____	Yes	No
Will the activity take, cut, injure or destroy any of the flora, fauna, geological or archaeological resources or other artifacts of any kind? (Subject to approval by the Director) . Please describe:	Yes	No
Will the activity require that any part of the Park remain closed beyond the normal time of opening? (Subject to approval by the Department Director) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park or vehicle access into closed areas? (Subject to approval by the Department Director) If "yes" please state which gate(s): _____	Yes	No
Will the activity involve the use of equipment? Please describe:	Yes	No
Will your activity include the use of any signs, banners or decorations? (Please see 'General Conditions For Park Use') If yes, please describe type and location:	Yes	No
Will there be amplified sound or any other loud or unusual noises? (Please see 'General Conditions For Park Use') Specify type (microphone, equipment, etc.)	Yes	No
Will event require overnight camping for security purposes? Please describe:	Yes	No