



CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)

Regular Meeting Agenda

2/26/18, 6:30 pm

Old Municipal Building, 2nd Floor Conference Room - 441 Main Street

**** Please note change in venue ****

Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street, Chico during normal business hours or online at <http://www.chico.ca.us/>.

1. REGULAR COMMISSION MEETING

- 1.1. Call to Order
- 1.2. Roll Call
- 1.3. Special Recognition: – Butte County Sheriffs Alternative Custody Program
- 1.4. Presentation: - Campfire Council Ring Renovation, Jacob Yu Hu Liu

2. CONSENT AGENDA

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1. Approval of Meeting Minutes

Action: Approve minutes of BPPC meeting held on 12/18/17.

2.2. Permit Life Church to hold a Sunrise Service in Middle Park on Easter (4/1/18)

Jessica Ordaz (Applicant) with Life Church requests a permit to hold an Easter Sunrise service at the cross in Middle Park. **Recommendation:** *Conditional approval.*

2.3. Permit to host a support group meeting at the Council Ring from 4/15/18 thru 10/7/18.

Craig Bilsbrough. from the God Squad (Applicant)) requests a permit to host a support group in the Council Ring. This group has been meeting at this location for 20+ years, and the meetings are approximately. 1.5 hours long. **Recommendation:** *Conditional approval of the permit.*

2.4. Permit Bidwell Presbyterian Church, 13th Annual Vacation Bible Experience Jr. (3 yrs to Kindergarten) at Children's Playground from 6/19 – 6/21/18.

Jennifer Eslick (Applicant) requests a permit to hold the 13th Annual Vacation Bible Experience-Jr. The program is for 3 consecutive days at Children's Playground. The Applicant has requested to use the lawn areas for the event and anticipates 100 attendees daily. **Recommendation:** *Conditional approval of the permit*

2.5. Permit Bidwell Presbyterian Church, 13th Annual Vacation Bible Experience from 6/25 – 6/29/18 in Children's Playground.

Marcie Anderson (Applicant) requests a permit to hold the 13th Annual Vacation Bible Experience at Children's Playground. This program is for 5 consecutive days at Children's Playground. The Applicant has requested to use the lawn areas for the event and anticipates 150 attendees daily. **Recommendation:** *Conditional approval of the permit.*

3. **ITEMS REMOVED FROM CONSENT – IF ANY**

4. **NOTICED PUBLIC HEARINGS – NONE**

5. **REGULAR AGENDA**

5.1. **CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) REQUEST TO WAIVE BASIC PARK FEES FOR THE SPRING JAMBOREE (3/31/18), AND MOVIES IN THE PARK (6/9/18 AND 7/14/18)**

The Chico Area Parks and Recreation District (CARD), requests the waiver of basic park use fees for two community events to be held in Lower Bidwell Park. Under Chico Municipal Code (CMC) Section 12R.08.250, the BPPC may authorize the waiver of basic park fees for other public agencies.

Recommendation: *Staff recommends approval of the permits, and the waiver of the reservation and vendor fees for the Spring Jamboree and Movies in the Park to be held in 2018 and 2019.*

5.2. **REPORT ON THE BPPC POLICY ADVISORY COMMITTEE MEETING HELD ON 2/14/18**

Currently, the closing hours for Lower Bidwell Park is midnight to 5:00 a.m. At its meetings on 1/17/18 and 2/14/18, the Policy Advisory Committee (PAC) discussed potentially revising the Chico Municipal Code to close Lower Bidwell Park earlier than midnight.

Recommendation: *The PAC recommended (3-0) that the BPPC consider the following:*

1. *Approving closing Lower Bidwell Park at 11:00 p.m. to match the closing times of Middle and Upper Bidwell Park;*
2. *Directing Staff to consider the costs and feasibility of installing more lighting in the One Mile Recreation Area, Council Ring, and other areas in Lower Bidwell Park;*
3. *Agendizing at a future BPPC meeting whether to close all other City parks and greenways at 11:00 p.m. for consistency.*

5.3. **CONSIDERATION OF COMMITTEE ASSIGNMENTS AND THE 2018 MEETING CALENDAR.**

Each year, the BPPC selects a Chair and Vice-Chair. Commissioners may also serve on the Policy Advisory, Natural Resources, Tree Committees, and the City's ad hoc Bicycle Advisory Committee, which are advisory Committees to the full Commission. Committee Assignments are at the BPPC Chair's prerogative. In addition, the Commission will consider the Committee and BPPC meeting schedule for 2018.

Recommendation: *Staff recommends that the BPPC:*

1. *Select a Chair and Vice-Chair to begin presiding at the March 26, 2018 meeting;*
2. *Approve the revised 2018 regular BPPC meeting calendar, and*
3. *Approve Staff's recommendations regarding Committee member assignments, provide other recommendations, or continue the Committee assignments to the March BPPC meeting.*

6. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

7. REPORTS

Items provided for the Commission's information and discussion. No action can be taken on any of the items unless the Commission agrees to include them to a subsequent posted agenda.

7.1. Parks Division Report – Linda Herman, Park and Natural Resource Manager.

7.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager.

7.3. Park & Natural Resource Manager Report (**Verbal Report**), if applicable

8. ADJOURNMENT

Adjourn to the next regular meeting on 3/26/18 at 6:30 P.M. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).



Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation. This request should be received at least three working days prior to the meeting.

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Minutes of
December 18, 2017 Regular Meeting

1. REGULAR COMMISSION MEETING

1.1. Call to Order

Chair Stoller called the meeting to order at 6:30 pm.

1.2. Roll Call

Commissioners present:

Jeff Glatz
Aaron Haar
Alberto Hernandez
Elaina McReynolds
Tom Nickell
Valerie Reddemann
Marisa Stoller

Commissioners absent: None

Staff present: Linda Herman (Park and Natural Resource Manager), Erik Gustafson (Public Works Director-Operations and Maintenance), and Richie Bamlet (Urban Forest Manager).

2. Consent Agenda

A motion was made by Commission member Reddemann and seconded by Commission member Haar as read, with Items 2.2, 2.4, and 2.5 removed for further discussion.

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

2.1. Approval of Meeting Minutes of BPPC meeting held on 9/25/17

2.2. Approval of Meeting Minutes of BPPC meeting held on 10/30/17

The Urban Forest Manager requested this item be removed from Consent to make a correction to the minutes under Item 5.2 paragraph 2.b.

A motion was made by Commission member Reddemann and seconded by Commission member McReynolds to approve the 10/30/17 meeting minutes with the suggested correction.

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

2.3. Permit from Earthbound Skills to Hold a Spring Break Camp for Multiple Days (3/19/18 – 3/23/18)

Joni Mitchell (Applicant) is requesting a permit to hold a 5-day Spring Break camp at the Five Mile Picnic Site from 9 am to 5 pm on 3/19/18 – 3/23/18. **Recommendation:** Approval of permit with conditions.

2.4. Permit for Walk to End Alzheimer's on 10/13/18.

Jody Cornilsen (Applicant) is requesting permission to reserve the One Mile Picnic Area on 10/13/18 for their 24th annual Walk to End Alzheimer's. The Applicant is requesting to set up their event on Friday, 10/12/18 and that the gates at Woodland Avenue and 4th Street remain closed from 8:30 A.M. – 11:00 A.M. on 10/13/18. **Recommendation:** Approval of permit with conditions.

2.5. Permit for Making Strides Against Breast Cancer 5K Walk on 10/20/18.

American Cancer Society, Inc. (Applicant) would like to reserve the One-Mile Picnic Area for the Making Strides Against Breast Cancer 5K walk fundraiser in Lower Bidwell Park. The Applicant would like permission to set up the night before at Sycamore Field, on 10/19/18, making it necessary to have security stay overnight for their 5K event on 10/20/18. **Recommendation:** Approval of permit with conditions.

Commissioner Nickel asked that Items 2.4 and 2.5 be removed from Consent for additional questions to be answered regarding overnight security

A motion was made by Commission member Nickell and seconded by Commission member Reddemann to approve permits for the Walk to End Alzheimer's (Item 2.4) and Making Strides Against Cancer Walk (Item 2.5).

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

3. ITEMS REMOVED FROM CONSENT – Items 2.2, 2.4 and 2.5

4. Noticed Public Hearings - None

5. Regular Agenda

5.1. CONSIDERATION OF RECOMMENDATIONS FROM THE POLICY ADVISORY COMMITTEE MEETING HELD ON 11/15//17

The Policy Advisory Committee met on 11/15/17 to continue its review of Chico Municipal Code (CMC) Chapters 12R.08 and 12R.10 regarding permits and reservations for private and public events in City Parks and the fees associated with these permits. The Committee also reviewed the concept of possibly establishing a vehicle parking fee for Upper Bidwell Park.

1. A motion was made by Commission member Nickell and seconded by Commission member Glatz to approve the Chico Municipal Code (CMC) and park permit fee revisions outlined in Item 2.1 of the Staff agenda report.

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

2. A motion was made by Commission member Haar and seconded by Commission member Glatz to forward the discussion regarding establishing of a \$1 per vehicle per day, a \$50 annual pass and no fee for Seniors over 60 and the disabled for parking in Upper Bidwell Park back to the Policy Advisory Committee for further review.

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

3. A motion was made by Commission member Reddemann and seconded by Commission member Nickell to forward changing the closing times of Lower Bidwell Park to an earlier time than midnight. to the Policy Advisory Committee for review.

The motion carried by the following vote:

AYES: Haar, Stoller, Hernandez, McReynolds, Reddemann, Nickell, Glatz
NOES: None

6. BUSINESS FROM THE FLOOR

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

Addressing the Commission were Charles Withuhn and Woody Elliott.

7. REPORTS

The following reports were provided for the Commission's information and discussion. No action was taken on any of the items unless the Commission agreed to include to a subsequent posted agenda.

7.1. Parks Division Report – Linda Herman, Park and Natural Resource Manager.

7.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager.

7.3. Park & Natural Resource Manager Report (Verbal Report)

8. **ADJOURNMENT**

Adjourned to the next regular meeting on January 29, 2018 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building (421 Main Street, Chico, California).

Date Approved: ___ / ___ / ___.

Prepared By:

Linda Herman, Park & Natural Resource Manager



BPPC Staff Report

Meeting Date 2/26/18

DATE: 2/7/18
 TO: Bidwell Park and Playground Commission
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Permit for Life Church, Easter Sunrise Service (4/1/18)

REPORT IN BRIEF:

Jessica Ordaz (Applicant – Life Church) requests a permit to hold a sunrise service at the cross near Parking Area B in Middle Park on Sunday April 1, 2018.

This sunrise service has been held at this location for the past 20 years and other similar services have been occurring for a number of years since the erection of the cross in the 1950's. The cross is located just north of Parking Area B on the North Rim Trail.

Recommendation: Conditional approval.

Event Details

Date of Application	2/1/2018
Date of Event	4/1/2018
Time of Event	6:30 AM - 8:00 AM
Event Name	Sunrise Service - Easter
Applicant Name	Jessica Ordaz – Life Church
Location	Middle Park – Cross area
Description	Easter Sunrise Service
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 20
# Participants	100
Reason for BPPC Consideration?	Not an intensive use area.
BPMMP Consideration	The BPMMP notes that high priority should be given to reducing and repairing erosion on the North Rim Trail (I-Middle-4)

Conditions:

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Applicant to keep attendees on areas capable of sustaining high foot traffic (rocky areas) and maintain conveyance for park users on the designated trails.
- Applicant to ensure attendees avoid areas that would damage vegetation (especially when wet).

Attachments: Application and Permit for Park Use

Distribution: Jessica Ordaz

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2/23/2018



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

LIFE CHURCH
Name of Applicant/Contact Person
(needed)

Sunrise Service
Description of Event: (family BBQ, walk/run, describe below if

Jessica Ordaz
[Redacted]
Contact Phone # _____ Alternate Phone # _____

April 1 6:30AM
Day and Date of Event:

From: 6:30 To: 8:00
Total Time Needed for Set-up, Event, and Clean-up

From: _____ To: 100
Time of Event Only Number of people

E-mail address [Redacted]
Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area Meadow
 - Electricity (15 amp) 100 amp Electrical Service tables, restroom area (circle) Water (public events only)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30
 - Water (public events only) 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp) 100 amp Electrical Service
 - Event Restrooms Water (public events only)
 - Fountain - On Fountain - Off
 - Meter Bags # _____ Sound Curtain

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A Oak Grove B
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) parking area, restroom area (Pick up key)
 - Band Stand (15 amp)
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): Cross
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Annual Sunrise Service at the Cross in Upper Bidwell

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 11.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 170.00
Convenience Fee: \$ _____
Total Fee Required: \$ 170.00

City of Chico Cash Receipt No. CR 427715 Payment Method: CK 1130 Date: 2/1/18 Received By: TR

Office Distribution:	Permit File (original) Park Field Supervisor	Park Ranger 1 Park Ranger 2	Senior Park Ranger Landscape Inspector	Applicant 920 Fund	BPPC DCBA	Cleaning Service Risk Management (e-mail)
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SECTION 3 - CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- 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 Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event 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 Caper Acres, 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** Big Chico Creek: Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- 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 at **9:00pm, October – March and 11:00pm, April - September** 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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

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

X

Signature of Applicant

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at risk-management@chicoca.gov

For liability coverage purposes, it is LIFE CHURCH's intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by March 16, 2018
Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X _____ X 1/14/18
Signature of Applicant Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928
email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Lisa Bunge SR Park Ranger 2/4/18
Signature of Park and Natural Resources Manager Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>20</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <small>Note: 100 amp electrical service requires a certified electrician to operate.</small>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) <input type="checkbox"/> Bounce house <input type="checkbox"/> Climbing wall <input type="checkbox"/> Ropes Course <input type="checkbox"/> Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <small>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</small> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <small>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</small>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <small>Note: Restrooms shall be removed within 24 hours after conclusion of event.</small>	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <small>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</small>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <small>Note: All signs and banners shall be free standing and not affixed to Park property.</small>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <small>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</small>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St. Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No



BPPC Staff Report

Meeting Date 2/26/18

DATE: 2/6/18
 TO: Bidwell Park and Playground Commission
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: God Squad Support Meeting April 15, 2018 – October 7, 2018

REPORT IN BRIEF:

Craig Bilsborough (Applicant), God Squad AA is a support group that would like to meet every Sunday at the Council Ring from April 15, 2018 – October 7, 2018. Meetings are 1.25 hours long.

Recommendation: Conditional approval.

Event Details

Date of Application	2/1/2018
Date of Event	Various
Time of Event	9:15 AM – 10:30 AM
Event Name	AA Meeting
Applicant Name	Craig Bilsborough
Location	Council Ring
Description	Support group meeting
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 20 +
# Participants	50 - 60
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
	The group has been meeting on site for some time. While the number of consecutive weeks may be of concern, the meetings cover only a relatively short time, demand for Council Ring is light, and staff will monitor the number of reservations that may be displaced.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No cars on pathways or interior of the park.
- Follow One Way designations.
- No fire at Council Ring unless a fire permit is obtained and/or if conditions are windy.
- Use of Caper Acres bathroom is prohibited; (Adults without children may be cited). Use South One Mile facility by the pool.

Attachments: Application and Permit for Park Use

Distribution: Craig Bilsborough

Wed - 2/26



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC

PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Craig Bilborough
Name of Applicant/Contact Person
(needed)



Contact Phone #

Alternate Phone #

AA meeting
Description of Event: (family BBQ, walk/run, describe below if

f Every Sunday morning @ 9:15
Day and Date of Event: April 15 Oct. 7, 2018

From: 9:00 am To: 11:00 am
Total Time Needed for Set-up, Event, and Clean-up

From: 9:15 To: 10:30 am 60
Time of Event Only Number of People

E-mail address:

Note: Park gates close at 5:00 pm. No parking for any event with less than 1,000 people. Fun races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)**
- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - Water (public events only)
- Children's Playground
 - Electricity (15 amp) - Pick up key on: _____ Mon - Fri 8:00 - 3:30
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain - On
 - Meter Bags # _____
 - 100 amp Electrical Service
 - Water (public events only)
 - Fountain - Off
 - Sound Curtain
- Meadow
 - 100 amp Electrical Service
 - Water (public events only)

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
 - Oak Grove A
 - Oak Grove B
 - Sycamore Way Parking Lot Closure - Public Events ONLY
 - Electricity (15 amp) parking area, restroom area (Pick up key)
 - Band Stand (15 amp)
 - BBQ - Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: _____

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable) x 26
- Reservation Fee \$ 286. (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100. (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 445.00

Convenience Fee: \$ _____

Total Fee Required: \$ 445.00

City of Chico Cash Receipt No. CR 427702 Payment Method: CK 1011 Date: 2/1/18 Received By: TR

Office Distribution:	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service
	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	DCBA	Risk Management (e-mail)

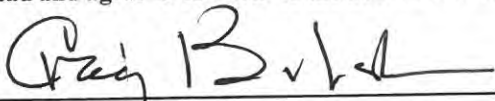
BPPC 2/25/18

SECTION 3 - CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- 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 Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event 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 Caper Acres, 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** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- 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 at **9:00pm, October – March and 11:00pm, April – September** 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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

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

X 

Signature of Applicant

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at risk-management@chicoca.gov

For liability coverage purposes, it is _____'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: April 6, 2018

Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X Craig Behl
Signature of Applicant

X Jan. 31, 2018
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928
email to Parkinfo@chicoca.gov

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

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager _____

Date _____

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>20+</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: _____	Yes	No
Name of Operator: _____		
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hours after conclusion of event.</i>	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	No



BPPC Staff Report

Meeting Date: 2/27/2017

DATE: 2/2/18
 TO: Bidwell Park and Playground Commission (BPPC)
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Bidwell Presbyterian Church - Vacation Bible Experience Jr (3 yrs to Kindergarten) (6/19/18 – 6/21/18)

REPORT IN BRIEF:

Jennifer Eslick, (Applicant – Bidwell Presbyterian Church) requests a permit to hold their 13th Annual Vacation Bible Experience. This program is for 3 consecutive days at Children’s Playground. The Applicant has requested to use the lawn areas for the event and anticipates 100 attendees daily. **Recommendation:** *Conditional approval.*

Event Details

Date of Application	2/1/2017
Date of Event	6/19/18 – 6/21/18
Time of Event	8:00 A.M. – 12:00 P.M. daily
Event Name	VBX Jr
Applicant Name	Jennifer Eslick
Location	Children’s Playground
Description	Vacation Bible Experience for children 3 years old to Kindergarten
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 13 years
# Participants	100
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No signs or decorations to be attached or hung from City structures, trees, tree barriers, or vegetation.
- Vehicles to be parked in designated parking areas only.
- Bounce house permitted (no water features or water slide).
- Park may not be closed to the general public.
- At the end of each day the site must be inspected and all associated trash must be removed.

Attachments: Application and Permit for Park Use

Distribution: Jennifer Eslick



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

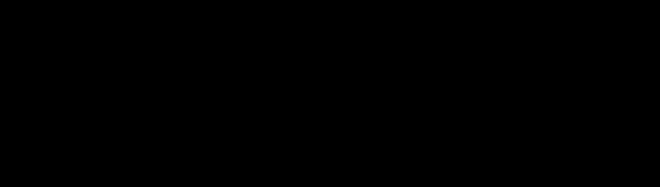
PLEASE PRINT:

Jennifer Eslick

Name of Applicant/Contact Person

Bidwell Presbyterian Church

Organization Name (if applicable)



Contact Phone #

Alternate Phone #

VBX JR

Description of Event: (family BBQ, walk/run, describe below if needed)

6/19/18-6/21/18

Day and Date of Event:

From: 8:00 AM To: 12:00 PM

Total Time Needed for Set-up, Event, and Clean-up

From: 9:00 AM To: 12:30 PM 100

Time of Event Only

Number of people

E-mail address:

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Electricity (15 amp)

tables, restroom area (circle)

Meadow

100 amp Electrical Service

Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: 6/18/18 Mon - Fri 8:00 - 3:30

Water (public events only)

100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

100 amp Electrical Service

Event Restrooms

Water (public events only)

Fountain - On

Fountain - Off

Meter Bags #

Sound Curtain

Council Ring

Fire Permit

Five Mile Picnic Area

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM

Depot Park

[] Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify) (public events only): _____

Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Vacation Bible Experience - for kids 3 years - Kindergarten.

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 120.50 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40. (to process outside insurance)
- Vendor Fee # \$ (to process outside insurance)
- Damage Deposit \$ 100. (\$100.00 refundable)
- Early Entrance Fee \$ (to process outside insurance)
- Additional Park Use Fees \$ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____ #days

100 amp Electrical _____ x (\$30.00) = \$ _____ (electrician required) #days

Park Fee Total: \$ 279.50

Convenience Fee: \$ 7.69

Total Fee Required: \$ 287.19

Credit Card and ATM payment as credit will be assessed a 2.75% convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. CR 427735 Payment Method: CC 7710 Date: 2/1/18 Received By: TR

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

SECTION 3

CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

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 Sycamore pool deck.
Bounce Houses	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed.
Camping	No overnight camping allowed. Bidwell Park is a "day use park" only.
Clean up	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
Damages	Any damage to City property as a result of this event 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. <i>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</i>
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	Big Chico Creek: Check California Fish and Game Regulations, http://www.dfg.ca.gov/regulations/ , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
Gate Closures	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
Glass	No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking is not permitted in any City Park or Playground.
Swimming	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
Vegetation	No taking, cutting or injury of any vegetation in the Park is allowed.
Vehicle Traffic	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

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

Signed: Jennifer Eslick

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at risk-management@chicoca.gov

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____

Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

**I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.*

X Jennifer Eslick
Signature of Applicant

X 2/01/18
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 3rd Floor
Chico, CA 95928

FAX 530-895-4825 or email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
 Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
 Application fee waived (12R.08.100 CMC). Reason: _____
 Reservation fee waived (12R.08.250 CMC). Reason: _____
 Vendor fee waived (12R.08.250 CMC). Reason: _____
 Insurance fee waived (12R.08.240 CMC). Reason: _____
 Damage deposit fee waived (12R.08.260 CMC). Reason: _____
 Application approved by the Bidwell Park & Playground Commission. Date: _____
 Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>13</u>	<input checked="" type="checkbox"/> Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	<input checked="" type="checkbox"/> Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	<input checked="" type="checkbox"/> No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: <u>Bounce House(s)</u> Name of Operator: <u>Not determined at this time</u>	<input checked="" type="checkbox"/> Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	<input checked="" type="checkbox"/> No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	<input checked="" type="checkbox"/> No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	<input checked="" type="checkbox"/> Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	<input checked="" type="checkbox"/> No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	<input checked="" type="checkbox"/> No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	<input checked="" type="checkbox"/> Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	<input checked="" type="checkbox"/> Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	<input checked="" type="checkbox"/> Yes	No
Do you request irrigation to be turned off before and during your event?	<input checked="" type="checkbox"/> Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	<input checked="" type="checkbox"/> No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	<input checked="" type="checkbox"/> No



BPPC Staff Report

Meeting Date: 2/26/2018

DATE: 2/2/18
 TO: Bidwell Park and Playground Commission (BPPC)
 FROM: Theresa Rodriguez, Administrative Assistant
 SUBJECT: Bidwell Presbyterian Church - Vacation Bible Experience (6/25/18 – 6/29/18)

REPORT IN BRIEF:

Marcie Anderson, (Applicant – Bidwell Presbyterian Church) requests a permit to hold their 13th Annual Vacation Bible Experience. This program is for 5 consecutive days at Children’s Playground. The Applicant has requested to use the lawn areas for the event and anticipates 150 attendees daily. **Recommendation:** *Conditional approval.*

Event Details

Date of Application	11/14/2018
Date of Event	6/25/18 – 6/29/18
Time of Event	8:00 A.M. – 12:00 P.M. daily
Event Name	VBX 2018
Applicant Name	Marcie Anderson
Location	Children’s Playground
Description	Vacation Bible Experience for kids 1 st – 6 th grade
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 13 years
# Participants	150
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No signs or decorations to be attached or hung from City structures, trees, tree barriers, or vegetation.
- Vehicles to be parked in designated parking areas only.
- Bounce house permitted (no water features or water slide).
- Park may not be closed to the general public.
- At the end of each day the site must be inspected and all associated trash must be removed.

Attachments: Application and Permit for Park Use

Distribution: Marcie Anderson



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

~~Christi Harrington~~ Marcie Anderson
Name of Applicant/Contact Person

Bidwell Presbyterian Church
Organization Name (if applicable)

Organization Name (if applicable)

VBX 2018
Description of Event: (family BBQ, walk/run, describe below if needed)

Monday 6/25/18 - Friday 6/29/18
Day and Date of Event:

From: 8:00 AM To: 12:00 PM
Total Time Needed for Set-up, Event, and Clean-up

From: 9:00 AM To: 12:00 PM 150
Time of Event Only Number of people

E-mail address: [REDACTED]

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

Contact Phone # Alternate Phone #

AREA REQUESTED: (Please check if requested)

- Bidwell Bowi Amphitheater
 - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
 - Electricity (15 amp)
 - tables, restroom area (circle)
- Children's Playground
 - Electricity (15 amp)-Pick up key on: 6/21 Mon - Fri 8:00 - 3:30
 - Water (public events only)
 - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
 - Electricity (15 amp)
 - Event Restrooms
 - Fountain - On
 - Meter Bags # _____
 - Meadow
 - 100 amp Electrical Service
 - Water (public events only)
 - 100 amp Electrical Service
 - Water (public events only)
 - Fountain - Off
 - Sound Curtain

- Council Ring
 - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
 - Sycamore Way Parking Lot Closure-Public Events ONLY
 - Electricity (15 amp) parking area, restroom area (Pick up key)
 - Band Stand (15 amp)
 - BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM
- Oak Grove B
- Depot Park
 - Electricity (15 amp)
- Lower Bidwell Park (public events only): _____
- Upper Bidwell Park (public events only): _____
- Other (specify) (public events only): _____
- Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Vacation Bible Experience for kids 1st - 6th grade

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 180.50 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Park Fee Total: \$ 339.50

Convenience Fee: \$ _____

Total Fee Required: \$ 339.50

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. CR425437 Payment Method: CK035481 Date: 11/14/17 Received By: TR

Reservation: \$60.50 Day 1 \$30. Day 2-5 (each)

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

SECTION 3

CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

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 Sycamore pool deck.
Bounce Houses	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed.
Camping	No overnight camping allowed. Bidwell Park is a "day use park" only.
Clean up	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
Damages	Any damage to City property as a result of this event 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. <i>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</i>
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	Big Chico Creek: Check California Fish and Game Regulations, http://www.dfg.ca.gov/regulations/ , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. Horseshoe Lake: <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
Gate Closures	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
Glass	No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking is not permitted in any City Park or Playground.
Swimming	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
Vegetation	No taking, cutting or injury of any vegetation in the Park is allowed.
Vehicle Traffic	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

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

Signed: Christi Harrington

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at risk-management@chicoca.gov

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____

Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

**I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.*

X Christi Harrington

Signature of Applicant

Digital Signature: Christi Harrington
Date: 2017.07.17 10:17:27 AM
File: 2017.07.17.10.17.27.am

X 7/5/17

Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 3rd Floor
Chico, CA 95928

FAX 530-895-4825 or email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? ¹³ _____	Yes <input checked="" type="checkbox"/>	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes <input checked="" type="checkbox"/>	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No <input checked="" type="checkbox"/>
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [<input type="checkbox"/>] Bounce house [<input type="checkbox"/>] Climbing wall [<input type="checkbox"/>] Ropes Course [<input type="checkbox"/>] Other: <u>Bounce House & Inflatables 1 day (operator not yet determined)</u>	Yes <input checked="" type="checkbox"/>	No
Name of Operator: _____		
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No <input checked="" type="checkbox"/>
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No <input checked="" type="checkbox"/>
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>8:30 AM</u> until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes <input checked="" type="checkbox"/>	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No <input checked="" type="checkbox"/>
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	No <input checked="" type="checkbox"/>
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	No <input checked="" type="checkbox"/>
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Free standing decorations only</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes <input checked="" type="checkbox"/>	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes <input checked="" type="checkbox"/>	No
Do you request irrigation to be turned off before and during your event?	Yes <input checked="" type="checkbox"/>	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend. Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	No <input checked="" type="checkbox"/>
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	No <input checked="" type="checkbox"/>



DATE: February 19, 2018
 TO: Bidwell Park and Playground Commission (BPPC)
 FROM: Linda Herman, Park & Natural Resource Manager
 SUBJECT: CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) REQUEST TO WAIVE BASIC PARK FEES FOR THE SPRING JAMBOREE, AND MOVIES IN THE PARK.

REPORT IN BRIEF:

The Chico Area Parks and Recreation District (CARD), which is a public agency/special district, requests the waiver of basic park use fees for two community events to be held in Caper Acres and Sycamore Field in Lower Bidwell Park. Under Chico Municipal Code (CMC) Section 12R.08.250, the BPPC may authorize the waiver of basic park fees for other public agencies.

Recommendation: Staff recommends approval of the permits, and the waiver of the reservation and vendor fees for the Spring Jamboree and Movies in the Park to be held in 2018 and 2019.

DISCUSSION:

Chapter 12R.08 of the Chico Municipal Code (CMC) requires a permit for public events and provides for the City to charge a permit application fee, basic park use fees, a damage deposit, and other related fees for such events. CARD is the primary provider of park and recreation programs for Chico residents of all ages, skills and abilities; and annually they sponsor several community events

CARD submitted park permit applications for the 55th Annual Spring Jamboree to be held on March 31, 2018 in Caper Acres, and the 14th Annual Movies in the Park on June 9, 2018 and July 14, 2018 in Sycamore Field (Attachment A). CARD also sent a letter (Attachment B) requesting a waiver of basic park use fees, which are reservation and vendor fees for these events.

CARD does not need a permit or to pay fees to host the movies at Sycamore Field because they have a long-term lease with the City for the use of that area. The permit application is for informational and Park staff coordination purposes only. CARD also requests the South One Mile Recreation Area park gates remain open beyond the normal closing times of 9:00 PM to accommodate the Movies in the Park event. CARD will provide portable restrooms for both events.

As noted in CARD's letter, the waiver of fees allows them to continue these events at no cost to participants. Section 12R.08.250 authorizes the BPPC to waive or refund basic park use fees for public agencies conducting events to further their powers and purposes. The total amount requested to be waived is \$313.00 (see table below). Because these events provide a valuable community benefit and the revenue to the City is relatively small, Staff is recommending approval of the permit applications and fee waiver for 2018 and 2019.

Fee	Spring Jamboree	Movies in the Park	Total
Reservation	\$301.00	\$0.00	
Vendor	\$12.00	\$0.00	
Total	\$313.00	\$0.00	\$313.00
Additional Park Use Fees Required on Application (Per CMC 12R.080.250)			
Application Fee	\$19.00	\$19.00	
Insurance Review Fee	\$40.00	\$0.00	
Damage Deposit (Refundable)	\$100.00		
Total	\$159.00	\$19.00	\$178.00

Attachments:

- A: Applications for Park Use (Spring Jamboree and Movies in The Park)
- B: Letter from Ryan Arnold (CARD) requesting the fee waiver



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

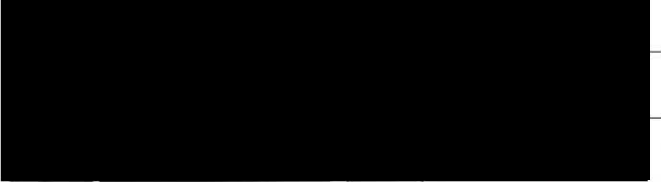
PLEASE PRINT:

Ryan Arnold

Name of Applicant/Contact Person

Chico Area Recreation & Park District

Organization Name (if applicable)



Contact Phone #

Alternate Phone #

Special event - Easter egg hunt

Description of Event: (family BBQ, walk/run, describe below if needed)

Saturday, March 31, 2018

Day and Date of Event:

From: 7 a.m. To: 1 p.m.

Total Time Needed for Set-up, Event, and Clean-up

From: 9 a.m. To: 12 p.m. 1,500

Time of Event Only

Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Electricity (15 amp) tables, restroom area (circle)

Meadow

100 amp Electrical Service
 Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30

Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

Event Restrooms

Fountain - On

Meter Bags # _____

100 amp Electrical Service

Water (public events only)

Fountain - Off

Sound Curtain

Council Ring

Fire Permit

Five Mile Picnic Area

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM

Depot Park

[] Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify) (public events only): Caper Acres & Sycamore Field

Early Entrance Needed (public events only) Yes No

Additional Description of the Event: 54th Annual Spring Jamboree

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ _____ (\$11.00 minimum, please call for quote)
- Insurance Fee \$ _____ (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ _____ (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____ #days

100 amp Electrical _____ x (\$30.00) = \$ _____ (electrician required) #days

Park Fee Total: \$ _____

Convenience Fee: \$ _____

Total Fee Required: \$ _____

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

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

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

SECTION 3

CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- 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 Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event 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 Caper Acres, 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** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- 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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

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

Signed: _____

Ryan A. Cull

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

- (1) All Public Events per Title 12R.08.240, and/or
(2) All Events Public or Private where:
(a) Amplified sound is used, or (b) The number of people participating amount to 100 or more.

Insurance Required

Not Required

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at risk-management@chicoca.gov

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____

Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved **at least** two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X Ryan A. Carr
Signature of Applicant

X 1/17/2018
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 3rd Floor
Chico, CA 95928

FAX 530-895-4825 or email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
 Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
 Application fee waived (12R.08.100 CMC). Reason: _____
 Reservation fee waived (12R.08.250 CMC). Reason: _____
 Vendor fee waived (12R.08.250 CMC). Reason: _____
 Insurance fee waived (12R.08.240 CMC). Reason: _____
 Damage deposit fee waived (12R.08.260 CMC). Reason: _____
 Application approved by the Bidwell Park & Playground Commission. Date: _____
 Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager _____

Date _____

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>55 years</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>Megaphone/Bullhorn</u>	Yes	No
When will amplified sound/music be heard? Time from: <u>9 a.m.</u> until: <u>12 p.m.</u> amps needed (<i>15 or 100</i>) <u>N/A</u> Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) <input checked="" type="checkbox"/> Bounce house [] Climbing wall [] Ropes Course [] Other: _____ Name of Operator: <u>Jump N Jax</u>	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: <u>2</u> (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>Pizza and coffee. Both will be prepared off-site and served from pop-up canopies.</u>	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>7 a.m.</u> until: <u>9 a.m.</u> Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnny on the Spot</u> Phone Number <u>(530) 893-5687</u> Location of portable restrooms _____ Note: Restrooms shall be removed within 24 hrs after conclusion of event.	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans ⁶ _____ Number of Recycling Containers ² _____ Sanitation Company <u>CARD will supply/transfer</u> Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Banner at Caper Acres the Monday before the event</u> Note: All signs and banners shall be free standing and not affixed to Park property.	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

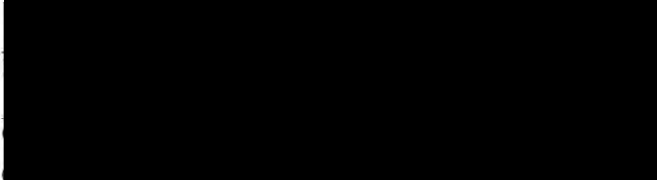
PLEASE PRINT:

Ryan Arnold

Name of Applicant/Contact Person

Chico Area Recreation & Park District

Organization Name (if applicable)



Contact Phone #

Alternate Phone #

Special event - Movies in the Park

Description of Event: (family BBQ, walk/run, describe below if needed)

Saturday, June 9 & Saturday, July 14, 2018

Day and Date of Event:

From: 6 p.m. To: 11 p.m.

Total Time Needed for Set-up, Event, and Clean-up

From: 8 p.m. To: 10:30 p.m. 400-600

Time of Event Only

Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Electricity (15 amp)
tables, restroom area (circle)

Meadow

100 amp Electrical Service
 Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30
 Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp) 100 amp Electrical Service
 Event Restrooms Water (public events only)
 Fountain - On Fountain - Off
 Meter Bags # _____ Sound Curtain

Council Ring

Fire Permit

Five Mile Picnic Area

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM

Depot Park

[] Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify) (public events only): Sycamore Field

Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Movies in the Park at Sycamore Field. We project a movie on a canvas screen that hangs against the softball fence backstop and guests sit in the outfield grass.

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ _____ (\$11.00 minimum, please call for quote)
- Insurance Fee \$ _____ (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ _____ (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Park Fee Total: \$ _____

Convenience Fee: \$ _____

Total Fee Required: \$ _____

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

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

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

SECTION 3

CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

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 Sycamore pool deck.
Bounce Houses	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed.
Camping	No overnight camping allowed. Bidwell Park is a "day use park" only.
Clean up	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
Damages	Any damage to City property as a result of this event 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 Caper Acres, 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	Big Chico Creek: Check California Fish and Game Regulations, http://www.dfg.ca.gov/regulations/ , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. Horseshoe Lake: <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
Gate Closures	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
Glass	No glass 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. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
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. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking is not permitted in any City Park or Playground.
Swimming	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
Vegetation	No taking, cutting or injury of any vegetation in the Park is allowed.
Vehicle Traffic	<ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event 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 emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas.

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

Signed: _____

Ryan A. All

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used, or
 - (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at risk-management@chicoca.gov

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____
Organization Named on Certificate of Insurance _____

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 event, date of event.

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 insureds 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 reservation may be cancelled if the insurance is not approved **at least** two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X *Ryan A. All*
Signature of Applicant

X 1/17/2018
Date

RETURN THIS FORM TO:

City of Chico - Park Division
411 Main St., 3rd Floor
Chico, CA 95928

FAX 530-895-4825 or email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____
- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager _____

Date _____

EVENT INFORMATION

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

Is this an annual event? How many years have you been holding this event? <u>14 years</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>North State AV will coordinate and manage projector and speaker system.</u>	Yes	No
When will amplified sound/music be heard? Time from: <u>8 p.m.</u> until: <u>10:30 p.m.</u> amps needed (<i>15 or 100</i>) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: <u>2</u> (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>Hot dogs and ice cream. Hot dogs will be cooked and served from a portable BBQ attached to a vehicle, and ice cream will be served from a mobile cart.</u>	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnny on the Spot</u> Phone Number <u>(530) 893-5687</u> Location of portable restrooms <u>In gravel parking along the third baseline of Sycamore Field</u> Note: Restrooms shall be removed within 24 hrs after conclusion of event.	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans <u>6</u> Number of Recycling Containers <u>2</u> Sanitation Company <u>CARD will supply/transfer</u> Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Sponsor banners attached with zip ties to softball fence during the event only.</u> Note: All signs and banners shall be free standing and not affixed to Park property.	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No



Chico Area
Recreation and
Park District

January 17, 2018

Dear Bidwell Park and Playground Commission,

The Chico Area Recreation & Park District (CARD) will hold several annual events in Bidwell Park this spring and summer. Admission to these events is free and they bring together families, friends, and neighbors—camaraderie that helps unite our city.

We are requesting that the basic park use fees be waived for the following

- 55th Annual Spring Jamboree (Saturday, March 31)
- 14th Annual Movies in the Park (Saturday, June 9 and Saturday, July 14)

We are a public agency providing park and recreation programs for Chico residents of all ages, skills, and abilities. The fee waiver will allow us to continue to offer quality events at no cost to the community. We look forward to serving Chico in our 70th anniversary year.

Sincerely,

Ryan Arnold
Marketing Coordinator

545 Vallombrosa Avenue

Chico, CA 95926

office: 530 895.4711

fax: 530 895.4721

www.chicorec.com



Bidwell Park & Playground Commission Report

Meeting Date 2/26/18

DATE: 2/21/18
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Policy Advisory Committee (PAC)
SUBJECT: REPORT ON POLICY ADVISORY COMMITTEE MEETING HELD ON 2/14/18.

REPORT IN BRIEF:

Currently, the closing hours for Lower Bidwell Park and most City parks is midnight to 5:00 a.m. At its meetings on 1/17/18 and 2/14/18, the Policy Advisory Committee (PAC) discussed potentially revising the Chico Municipal Code to close Lower Bidwell Park earlier than midnight.

Recommendation: *The PAC recommended (3-0) that the BPPC consider the following:*

1. *Approving closing Lower Bidwell Park at 11:00 p.m. to match the closing times of Middle and Upper Bidwell Park;*
2. *Directing Staff to consider the costs and feasibility of installing more lighting in the One Mile Recreation Area, Council Ring, and other areas in Lower Bidwell Park;*
3. *Agendizing at a future BPPC meeting whether to close all other City parks and greenways at 11:00 p.m. for consistency.*

BACKGROUND:

Although gates in Bidwell Park are closed to vehicles earlier, Section 12R.04.370 of the Chico Municipal Code (CMC) establishes closing times for all users of City Parks and greenways as follows:

“12R.04.370 Closure of parks.

- A. Unless authorized by permit issued by the city of Chico, it is unlawful for any person to be present in any of the parks set forth in subsection B, below, during the hours the park is closed. Closing hours will be posted at all parks subject to this section.
- B. The following parks shall be closed between the hours of 12:00 a.m. (midnight) and 5:00 a.m., Pacific Time:
 1. Lower Bidwell Park;
 2. Children’s Park;
 3. Bidwell Bowl Amphitheater;
 4. Depot Park;
 5. Ringel Park;
 6. Wildwood Park;
 7. All city-owned Greenways;
 8. All city-owned neighborhood parks.
- C. Middle and Upper Bidwell Park shall be closed between the hours of 11:00 p.m. and 5:00 a.m. of the following day, Pacific Time.
- D. City Plaza shall be closed between the hours of 2:00 a.m. and 5:00 a.m., Pacific Time.
- E. The following exceptions shall apply to this section, if the person is:
 1. Directly and actively proceeding to a destination outside of the parks listed in subsection B, above; or
 2. A duly authorized city employee or persons participating in city activities or other activities for which the city has provided written permission to utilize a park beyond the closing time.

F. The director may temporarily close any park or a portion of any park within the city whenever the director determines that such closure is necessary for the protection of public safety or public property. It is unlawful for any person to be present in any park or portion of any park within the city that has been temporarily closed by the director.”

Former BPPC members previously reviewed the earlier closing of the One-Mile Recreation Area, primarily the Sycamore Pool area, in 2000, 2001, 2006 and again in 2008. Each time, the Commission voted to keep the closing times to between midnight and 5 am. The reasons stated at that time were that there were different ways to reduce noise and bad behavior other than limiting access to everyone. At the request of Commissioner and PAC member Glatz, the BPPC directed the PAC to revisit the concept of whether to close Lower Bidwell Park earlier than midnight. The Committee continued its discussions to their 2/14/18 meeting so that a representative of the Chico Police Department could be present to provide input on this concept.

DISCUSSION:

At its 2/14/18 meeting, the PAC discussed that areas of Lower Bidwell Park, particularly the One Mile group picnic area and the Council Ring, have individuals who burn fires in the BBQs and perform other undesirable activities after the midnight closing time. Committee member Glatz stated that this nefarious activity is a public safety concern, and believed that closing the park earlier would provide another tool for enforcement. The Committee also discussed if closing the park earlier would provide more time for potential illegal activities because there would be fewer individuals in the park to see and report this activity. Potential earlier closing times discussed were 10:00 or 11:00 p.m., and closing the park from dusk to dawn.

Chico Police Commander Aldridge reported that the Police Department would prefer that the closing times for all City parks and greenways be the same for consistency. He also informed that an 11:00 p.m. closing time is preferable to 10:00 p.m. because Department briefings are held at 10:00 p.m. Staff agreed indicating that the Parks Division receives requests for reservations for family picnics and other group gatherings until 10:00 p.m., particularly during the warm summer months, so 11:00 p.m. would be a better time to close.

The Committee discussed the merit of providing the public with the same consistent closing time for all City parks and greenways, and the need for additional lighting throughout Lower Bidwell park, especially in the One Mile Recreation Area and the Council Ring. The need for more enforcement after closing was also discussed, and members of the public suggested sound deterring devices and cameras may also be effective in discouraging improper use of the park.



DATE: February 22, 2018
TO: BPPC
FROM: Linda Herman, Park and Natural Resource Manager
SUBJECT: REVIEW BPPC 2018 REGULAR MEETING SCHEDULE AND COMMITTEE ASSIGNMENTS

REPORT IN BRIEF:

Each year, the Bidwell Park and Playground Commission (BPPC) selects a Chair and Vice-Chair. BPPC members also serve on the Policy Advisory, Natural Resources, and Tree Committees, and the City's *ad hoc* Bicycle Advisory Committee. Assignments are at the BPPC Chair's prerogative with staff recommendations. In addition, the Commission will consider the Committee and BPPC meeting schedules for 2018.

Recommendation: Staff recommends that the BPPC:

1. Select a Chair and Vice-Chair for 2018
2. Approve the revised 2018 regular BPPC meeting calendar, and
3. Approve Staff's recommendations regarding Committee member assignments, provide other recommendations, or continue the Committee assignments to the March BPPC meeting.

BACKGROUND:

Under Article X of the Chico City Charter, the Commission shall select a Chair and Vice-chair each year. According to Administrative Policy and Procedures 10-1 (IX), a Chair may serve no more than two consecutive years as the presiding officer. Current Chair Marisa Stoller, has served 1 year and is eligible to preside in 2018. The Chair also makes Committee assignments and designates Committee chairpersons.

BPPC 2018 MEETING CALENDAR

The regular meeting of the BPPC is scheduled for the last Monday of the month. All regular BPPC meetings start at 6:30 pm. In 2018, the following potential conflicts occur on the BPPC meeting dates:

- The May meeting falls on the Memorial Day holiday (5/28/18).
- The December meeting falls on New Year's Eve (12/31/18).

Staff recommends that the Commission approve the following:

- Move May meeting to the following day, Tuesday (5/29/18);
- Move December meeting to the 3rd Monday (12/17/18)

COMMITTEE STRUCTURE AND CURRENT ASSIGNMENTS

Each year, the Chair appoints Commissioners to serve on the BPPC's Policy Advisory, Natural Resources, Tree, and the *ad hoc* Bicycle Advisory Committees. The Committees allow for detailed consideration of agenda topics, and advise or make recommendations to the full BPPC. The Committee's meetings are held at 6:00 P.M. and meet only as needed. The purpose of each Committee is as follows:

1. **Policy Advisory Committee (3 members) – Meets as needed and scheduled** - Responsible for interpreting existing policies, and considering proposed or potential policy changes matters dealing with art, code changes, finances, and the volunteer program.
2. **Tree Committee (3 members) – Meets as needed and scheduled** - Reviews tree policies (street and park), street tree permit appeals and any other matters that affect the interpretation of policy and management practices.

3. **Natural Resource Committee (3 members) – Meets as needed and scheduled** Reviews resource-based matters such as vegetation management, trails, greenways and other topics.
4. **Bike Advisory Committee (1 member plus 1 alternate) – Meets as needed and scheduled** - Represents the Commission on the City's Bike Advisory Committee. The Committee reviews projects and concerns relative to bicycles, bicycle routes, facility improvements, and other related matters. The Commissioner reports the Committee's discussions and recommendations to the BPPC.

BPPC committee assignments are at the Chair's prerogative with Commission and staff input. Current Committee assignments are presented in the Table below.

Current Committee Assignments and Meeting Days (if scheduled)

NAME	Policy Advisory	Tree	Natural Resource	Bicycle Advisory
<i>Monthly Meeting Date (As Needed)</i>	<i>2nd Wednesday</i>	<i>2nd Thursday</i>	<i>3rd Wednesday</i>	<i>To Be Announced</i>
Jeff Glatz	Member			
Aaron Haar		Member	Chair	
Alberto Hernandez		Chair		Alternate
Elaina McReynolds	Member		Member	r
Tom Nickell			Member	
Valerie Reddemann	Chair	Member		
Marisa Stoller		Chair		Stoller

If agreeable to the Chair and other Commissioners, Staff recommends maintaining the current Committee membership to provide continuity of discussions occurring on some of the major topics still at hand.



DATE: 2/23/18
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resource Manager
SUBJECT: Parks and Public Landscapes Report

NARRATIVE

1. Updates

- a. Peregrine Point Disc Golf Monitoring Plan– Staff has been working with ORAI in forming a plan to comply with the mitigation and monitoring requirements, but needs more time to work on the revised Monitoring Plan. The plan will be presented at the March BPPC meeting.
- b. Caper Acres:
 - i. The Sunrise Rotary completed work on the entrance to Caper Acres and the Main gates, Humpty sand box and Birthday Ring 1 were reopened earlier this month.
 - ii. The CSU, Chico students and faculty also resumed work on the swing area, fabricating and pouring the concrete seat wall. It is anticipated that the swing area will tentatively be opened in May
 - iii. Melton Design is working with several playground manufacturers to come up with the final designs for the Crooked House so that this project can be bid out later this Spring.

2. Maintenance Program:

Staff continues daily cleaning and safety inspections of all recreation areas including: grounds, playgrounds, picnic sites, roads and paths, coupled with daily cleaning and re-supplying of all open park restrooms. Maintenance and repair of park fixtures, daily opening of gates, posting reservations, unauthorized camp clean up and the constant removal of graffiti from all park infrastructure.

- a. Lower Park: Staff worked on finishing up the removal of leaves from lawns, roads and paths. The first mowing of the wild land areas at Annie's Glenn and south One Mile have been completed. New trash can replacements are ongoing as time permits. Split rail and vandalism control are ongoing as well
- b. Middle Park: Lighting repairs on the buildings, trash can replacements as time permits, and the completion of leafing the lawns.
- c. Upper Park: Down tree clean up as time allows. Split rail repair and replacement at lot E and C.
- d. Greenway Parks: Weekly clean and garbage removal. Bollard replacement at entrances, high mow all wild land areas, and volunteer support with seven loads of chip mulch.
- e. Upcoming projects: Trail markers and signs for Middle and Upper Park. Grade and surface parking lots. Split rail fence at Caper Acres. Repairs to Upper Park road at sites 27, 38 and 39.

3. Ranger and Lifeguard Programs

- a. New Ranger Recruit– Rangers anxiously await the addition of a new member to the team. A police background check is near complete, and we hope to have the new person on board this Spring.
- b. Event Season– Rangers are primed and gearing up for increased group activities throughout the park system. Weekend mornings are generally filled with multiple events and rangers work diligently to guide applicants and event attendees to a safe, secure, successful and fun outcome for their prospective events.

- c. Camp Cleanups – Encampments and associated issues with transients continue to take the lion’s share of staff’s time daily. More and more refuse from camps arrives daily along with more area of coverage throughout the city. Rangers make several trips a day with their trucks to the municipal lot to offload.
- d. Illegal Dumping --Throughout the parks and greenways an increased incidence in illegal dumping has been observed. Everything from household trash to abandoned vehicles are being found. Rangers plan an educational campaign with signage and a “see something, say something message “for the public.

4. Natural Resource Management

- a. Trail Work Days/Training– Staff has been working with Chico Velo Trailworks who have been installing trail markers and working on the Pine Trail and other trails in Middle and Upper Bidwell Park. A one-day training for volunteers on trail fundamentals, safety, and designing a trail work plan is tentatively scheduled for 4/14/18.
- b. Fire Training/Control Burns– The Chico Fire Department reached out to the Parks Division about hosting a regional Wildfire Training course and control burns in Bidwell Park in June. It is hoped that areas in Middle Park can get burned through this training to help control Star Thistle.

5. Outreach and Education

- a. Upper Park Road Survey – The public survey to garner the public’s opinions on Upper Park Road was launched on-line and will be available until March 16, 2018.

6. Volunteer Program

- a. PALS Volunteer Orientation– On March 22nd at 6:30 pm in the City of Chico Council Chambers, the Parks Division will host the Spring Volunteer Orientation. The orientation is conducted once per year and provides information about the PALS volunteer program and how to get involved.

MONTHLY SUMMARY TABLES

Table 1. Monthly Volunteer Hours

Parks and Greenway PALS (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, January 2018						
Date	Location	Agency	Task	# of Volunteers	Total Hours	Leader
All of Jan.	Bidwell Park	Parks Division	PW Ambassadors	127	1670	Shane Romain
various	CCG	FCCG	Camp Cleanup	1	5	Susan Mason
various	CCG	FCCG	Trash pickup	2	9	Susan Mason
various	CCG	FCCG	Planning	1	3	Susan Mason
various	CCG	FCCG	Vegetation Mgmt.	1	9	Susan Mason
various	CCG	FCCG	Gen. Cleanup	1	9	Liz Stewart
various	CCG	FCCG	Veg. Mgmt.	1	10	Liz Stewart
various	CCG	FCCG	Cleanup;Veg. Mgmt.	1	3	Janet Ellner
1/2/2018	CCG	FCCG	planting	2	4	Susan Mason
1/3/2018	CCG	FCCG	Planting	11	28	Susan Mason
1/12/2018	CCG	FCCG	Vegetation Mgmt.	2	5	Susan Mason
1/13/2018	Big Chico Creek	BEC	Gen. Cleanup	33	99	Angel Gomez
1/15/2018	CCG	FCCG	Veg. Mgmt., Misc.	20	66	Susan Mason
1/17/2018	CCG	FCCG	Vegetation Mgmt.	5	16	Susan Mason
1/17/2018	South 1 Mile	Circle K-Reno	Veg. Mgmt.	34	102	Shane Romain
1/20/2018	1 Mile	KCOE	Gen. Cleanup	10	20	Shane Romain
1/20/2017	Humboldt Park	CCW	Gen. Cleanup	23	70	Dan Bringolf
1/25/2018	CCG	FCCG	Veg Mgmt., Gen clean up	15	23	Susan Mason
1/25/2018	CCG	C oC/FCCG	coordination meeting	3	5	Linda Herman
1/27/2018	CCG	FCCG	Veg. Mgmt.	9	30	Janet Ellner
				TOTAL HRS	2184	

Table 2. Monthly Public and Private Permits

Monthly Public Permits - January				
Date	Location	Organization	Event	Participant #
01/13/18	Cedar Grove	Chico Princess Party, LLC	Grand Opening	150
01/14/18	City Plaza	MLK Jr. Beloved Community	MLK Jr. Celebration	150
01/20/18	City Plaza	Chico Peace and Justice Center	Women's March on Washington In Chico	1,000
01/20/18	5 Mile	Under the Sun Events	Frost or Fog 5K, 6.55 Mile, 10K Mile Races	400
Totals				1,700

Table 3. Monthly Private Permits

Monthly Private Permits - January		
Type	# Permits	# Participants
Private	0	0
Caper Acres	1	20
Totals	1	20

Table 4. Monthly Maintenance Hours.

Category	Staff Hours	% of Total	% Change from Last Month	2018 Trend
1. Safety	250	31.2%	#N/A	
2. Infrastructure Maintenance	140	17.5%	#N/A	
3. Vegetation Maintenance	62	7.7%	#N/A	
4. Admin Time/Other	349	43.6%	#N/A	
Monthly Totals	800	100%	#N/A	

Table 5. Monthly Incidents

01/01/2018	LP	Vehicle vandalism	Cop Logic Rpt
01/02/2018	LP	Vehicle burglary	Cop Logic Rpt
01/19/2018	MP	Vehicle burglary	Cop Logic Rpt

Table 6. Monthly Citations and Warnings- January 2018

Violation - Warnings	Monthly			Annual			Trend
	Total Warnings	%	Rank	Total Warnings	%	Rank	
Alcohol	2	3%	5	2	2%	5	
Animal Control Violations	6	9%	4	6	7%	4	
Bicycle Violation	8	12%	3	8	9%	3	
Glass	0	0%	9	0	0%	9	
Illegal Camping	29	45%	1	29	33%	2	
Injury/Destruction City Property	2	3%	5	2	2%	5	
Littering	2	3%	5	2	2%	5	
Other Violations	0	0%	9	0	0%	9	
Parking Violations	1	2%	8	1	1%	8	
Resist/Delay Park Ranger	0	0%	9	0	0%	9	
Smoking	15	23%	2	39	44%	1	
Totals	65	100%		89	100%		

Violation - Citations	Monthly			Annual			Trend
	Total Citations	%	Rank	Total Citations	%	Rank	
Alcohol	0	0%	5	0	0%	5	
Animal Control Violations	0	0%	5	0	0%	5	
Bicycle Violation	0	0%	5	0	0%	5	
Glass	0	0%	5	0	0%	5	
Illegal Camping	0	0%	5	0	0%	5	
Injury/Destruction City Property	1	17%	2	1	17%	2	
Littering	0	0%	5	0	0%	5	
Other Violations	1	17%	2	1	17%	2	
Parking Violations	3	50%	1	3	50%	1	
Resist/Delay Park Ranger	0	0%	5	0	0%	5	
Smoking	1	17%	2	1	17%	2	
Totals	6	100%		6	100%		

PHOTOGRAPHS



Figure 1 Caper Acre seat wall forming



Figure 2 Forms cont.



Figure 3 Paw print stamps



Figure 4 New entrance bridge



Figure 5 KCOE volunteers



Figure 6 Circle K Reno volunteers



DATE: 02/26/18
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager
SUBJECT: Street Trees Report

NARRATIVE

Updates

- a. City of Chico was awarded Tree City USA award for the 34th year.
- b. Senior Tree trimmer interviews were held in January. The second round of interviews is being prepared. This will consist of field testing.
- b. UFM started working on a concept proposal for a Cal Fire grant \$400,000 is being applied for to fund urban forest operations including tree planting of seven hundred trees. Extensive community engagement and citizen input will be part of the work plan if successful.
- c. A final draft of letter to select business regarding parking lot shade tree ordinance violations was completed with input from Chico Tree Advocates.

Planning/Monitoring

- a. Tree Permits – The UFM approved three permits in January. One was approved. Two were denied.
- b. Damage reports – UFM completed two damage report for Risk Management. Two further reports are pending.

e. Planning and Building development–

UFM reviewed five development plans. Tree issues encountered included over-use of palms, intent to remove street trees not dead, dying or diseased and preferred use of native tree species.

Permitting issues included saving a walnut by a developing bulb-out to allow sidewalk repair.

Maintenance

UFM responded to a citizen complaint regarding street utility line clearance operations. Sanitation of cutting tools was emphasized.

Complaints of brush left at Comanche Creek from line clearance operations was successfully remedied with full cooperation from PG&E

Outreach and Education

- a. Staff training: The first of six training events scheduled for 2018 took place. Formative pruning was covered. Topic included establishing the central leader, first permanent branch, branch spacing and correct pruning to ANSI standards.
- b. UFM attended training on Trees and the law.
- c. Sacramento Tree Foundation hosted guest speaker Professor Bill Sullivan Head of Landscape Architecture of Illinois at Urbana-Champaign. The results of trees and green-space on school students test scores and mental health was presented. Attachment A summarizes the findings.

Street Trees

The Street Tree Supervisors monthly summary data tables for January are included below in this report.

Additional highlights:

The 2018 removal list is ongoing. Trees removed by the contractor included some of the largest dead trees in the city.

Aphid control planning was coordinated. The possibility of scaling back the program to treat just trees located in the DBCA district was considered. The decision was taken to treat all trees in the city for this year. A door hanger was produced that will inform and educate residents about the program. See Attachment B.

Upcoming Issues/Miscellaneous

1. The latest J. Frank Schmidt wholesale tree brochure was released in January 2018. This publication is revised every three or four years and lists current tree availability. This is a useful reference to research potential new species for the approved Chico street tree and parking lot list.

MONTHLY SUMMARY TABLES

Table 1 Monthly Street Tree Productivity.

Category	Staff Hours	% of Total	% Change from Last Month	Trend
Tree Crew Hours				
1. Safety	44.5	13.0%	#N/A	
2. Tree Work (Installation, Establishment, and Maintenance)	211	61.4%	#N/A	
3. Special Projects	0	0.0%	#N/A	
4. Admin Time/Other	88	25.6%	#N/A	
Monthly Totals	343.5	100.0%	#N/A	

Item	Values	% Change from Last Month	Trend
5. Productivity			
Calls			
Call Outs	43	#N/A	
Service Requests: Submitted	0	#N/A	
Service Requests: Completed	26	#N/A	

Sub Total	69	#N/A
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Trees

Planted: Trees	0	#N/A
Pruned	154	#N/A
Removed: Trees (smaller)	0	#N/A
Removed: Stumps	0	#N/A
Removed: Trees	17	#N/A
Sub Total	171	#N/A

Tree Permits (#)

Submitted	3	#N/A
Approved	2	#N/A
Denied	1	#N/A
Total	6	#N/A

6. Contracts

Expenditures (\$)	\$	-	#N/A
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Trees (#)

Planted	0	#N/A
Pruned	10	#N/A
Removed: Trees (smaller)	0	#N/A
Removed: Stumps	0	#N/A
Removed: Trees	9	#N/A
Total	19	#N/A

PHOTOGRAPHS



Figure 1. Formative pruning training with Park Crew and Landscape Crew 1-17-18



Figure 2. The pink ribbon identifies the central leader. As the trees grow and become larger it's important to remove the protective cage 1-17-18



Figure 3. Root excavating training with the right of way department 1-18-18



Figure 4. After clearing around the stump, it made it easy to chain saw through the roots and remove the dead tree 1-18-17.

Attachments:

- Attachment A Trees and Test Scores.
- Attachment B Door hanger for neighborhood aphid control spraying.

TREES & TEST SCORES

Impact of Window Views on Recovery from Mental Fatigue & Stress

William Sullivan and Dongying Li



Figure 1. Millions of students in America attend schools that have barren, treeless landscapes (left above). The results of this study indicate that the costs of attending such schools are considerable. Students recovery from mental fatigue and stress more quickly when they learn in schools that have views to trees.

Significance

U.S. test scores have dropped in recent years and are lower than the average for many developed countries. This crisis has led researchers, educators, and policy makers to seek solutions to improve academic performance. Most focus on improving curriculum, training teachers, and increasing accountability, but some focus on creating environments that are more conducive to learning. Characteristics of the physical environment—such as lighting, noise, and maintenance—can greatly impact academic performance.

Unfortunately, very few studies have examined the impact of school landscapes on student performance. Research shows that schools with greener landscapes—that is, landscapes with trees and other forms of green infrastructure— are associated with improved academic performance, but we do not understand why students perform better when they are exposed to landscapes that include urban forests. How do landscapes with trees help students perform better at school? The cost of not answering this question is that millions of children may be learning in settings that are significantly less supportive than they could be.

We answered this question by conducting an experimental study, funded partially by the U.S Forest Service's National Urban and Community Forestry Advisory Council and the Forest Service's Northern Research Station. Results point policy makers, architects, and educators to a simple, cost effective way to boost academic performance: school landscapes that contain many trees seen through school windows.



Figure 2. Students who attend schools without access to trees are at risk of experiencing higher levels of mental fatigue and stress than their peers who have access to nature, especially trees.

stress recovery. Sustained attention is the most important resource for learning. Landscapes with trees have been shown to restore our ability to pay attention, which may explain why students perform better when exposed to nature. Exposure to nature also helps people recover from stress. Students who experience high levels of personal or school-related stress have lower academic performance. Since nature has been shown to reduce stress, exposure to green landscapes may improve student performance.

We tested these ideas in an experiment that exposed students to classrooms with or without window views of nature and examined how the window conditions impacted students' attentional capacities and stress levels. We also explored whether the impact of green landscapes was stronger when the students were engaged in classroom activities or when they were taking a break.

Study procedure

94 students from five different high schools in central Illinois were randomly assigned to three different window conditions: a) a classroom with no window, b) a classroom with a window view of a barren space, and c) a classroom with a window view of a treed space. Students were positioned so that they faced the window (or the blank wall) during the experiment.

To simulate classroom conditions, each participant underwent a modified Trier Social Stress Test (TSST) procedure. The procedure consisted of 30 minutes of classroom activities including a proofreading task, a public speaking task, and a mental subtraction task. After finishing the TSST, participants rested for 10 minutes in the classroom.

Students self-reported their stress and attention levels at three points: before the classroom activities, directly after the activities, and after the 10-minute break. After the classroom activities and after the 10-minute break, they also took the Digit Span Forward and Backward tests of attentional functioning. Physiological measures of stress (heart rate variability, blood volume pulse, body temperature, and skin conductance) were collected continuously.

How do window views of school landscapes impact academic performance?

Even though research has shown that high school landscapes with trees are positively correlated with academic performance, we do not know if views to trees cause better performance, how views to trees impact academic performance, or why students perform better when they are exposed to views of trees.

Two promising pathways may explain why landscapes rich with trees are associated with improved academic performance: **attention restoration** and



Figure 3. Examples of classroom window view conditions: no window view (left), windows opened on to built space (middle), and windows opened on to green space with trees (right).

Results

Across all three groups, students' capacity to pay attention decreased during class activities; stress levels increased during class activities and decreased during and after the break. Attention and stress levels were similar across all three groups before the classroom activities, during the classroom activities, and directly after the activities.

After the 10-minute break, however, students in the green window view condition experienced significantly greater attention restoration and recovery from stress than the students assigned to rooms without green views (see Figures 4, 5, & 6).

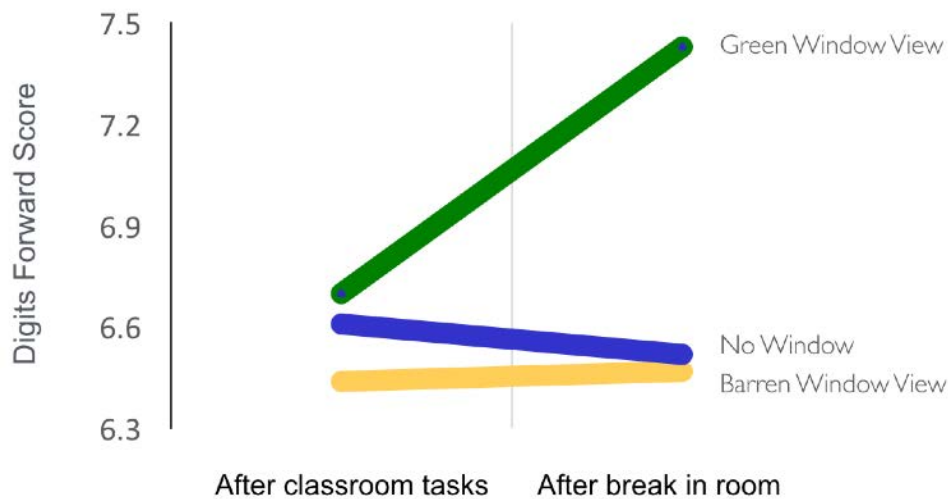


Figure 4. Attention scores from the Digits Forward test at the end of class activity and break periods.

When students were completing class activities, there were no significant differences in attentional functioning and stress level among the students in the three conditions. But by the end of the break, students in the green window view condition performed significantly better in attention tests and had significantly greater stress recovery than students in the classrooms without a green view. This suggests that access to a green window view is most beneficial during breaks when students are not focusing on classroom activities. Because such breaks happen in classrooms and in other parts of schools, we recommend green views be available throughout the school.

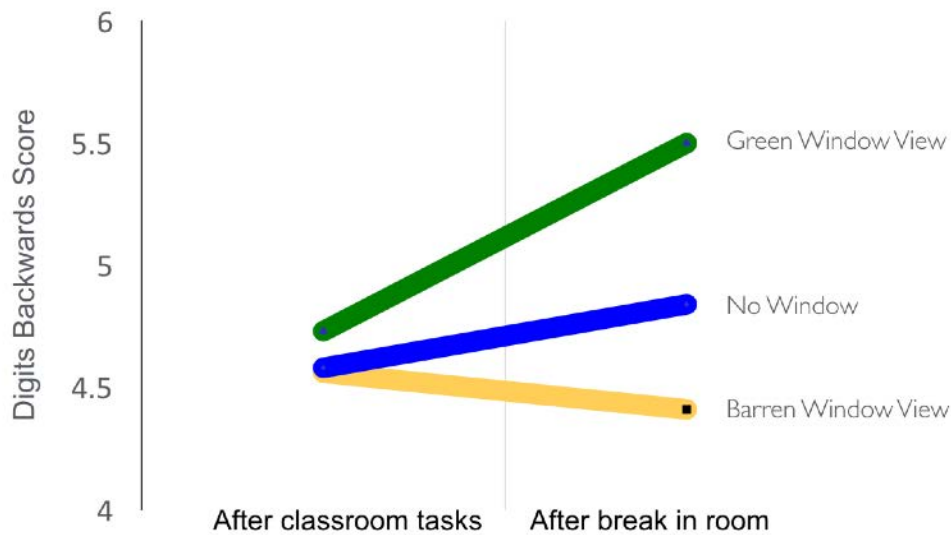


Figure 5. Attention scores from the Digits Backwards test at the end of class activity and break periods.



Figure 6. Stress levels at the end of the break period. Only students in the Green Window condition had less stress after the break.

Conclusion and recommendations

We found that classroom views to green landscapes produced better attentional functioning and greater recovery from stress. Placing trees and shrubs on school ground where students can see them is a low-cost intervention that will have long-lasting effects on generations of students. We make the following recommendations for planners, designers, policy makers, school administrators, parents, and educators seeking to create more supportive environments for learning:

1. When selecting sites for new schools, planners should prioritize sites that have mature trees and other forms of vegetation.
2. If a site is chosen that lacks vegetation, budget should include money for planting and on-going maintenance of trees and shrubs.
3. It is not enough to have classrooms with windows; those windows need to provide views of green spaces. Architects and landscape architects should work together to ensure that every classroom provides a view to a green space.
4. The spaces where students take breaks (e.g., hallways, cafeterias, gyms) should have green views.
5. School schedules should be modified to include breaks. A 10-minute break in a space with access to nature can significantly restore students' attentional capacities and help them recover from stressful tasks.
6. If a 10-minute break in a classroom with a window view of trees is enough to significantly enhance attentional capacities and stress recovery, a more immersive experience with trees may produce an even greater effect. Outdoor recess and physical activity in spaces that have trees can provide this immersive experience and are vital to students' health and well-being.

This study adds to the growing body of literature suggesting that we need nature at every doorstep—and through every window. So plant trees in your community and help create a healthier human habitat.

Products associated with this work

We have produced a variety of products to help people understand this work and its implications. These products include scientific journal articles, video lectures in which we explain the findings, PowerPoint slides that are available to download from William Sullivan's [website](http://willsull.net) (willsull.net) and abstracts from conference presentations. Our articles include:

Li, D., & Sullivan, W.C. (2016). [Impacts of views to school landscapes on recovery from stress and mental fatigue](#). *Landscape and Urban Planning*, 148, p. 149-158. Available at <http://willsull.net/publications/>

Li, D. Access to nature and adolescents' psychological well-being. Dissertation deposited at the University of Illinois at Urbana-Champaign, Department of Landscape Architecture.

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City of Chico
Public Works Operations
and Maintenance

Dear Property Owner/Resident,

Quali-Pro Imidacloprid 2F Turf and Ornamental insecticide

The city tree in the public right of way adjacent to your property has been treated with the above insecticide to control aphids.

This notification is provided as a courtesy. You do not need to take any action at this time.

The insecticide was applied using a soil injection technique, the safest way to control aphids.

The roots of the tree will absorb the insecticide over the spring months to provide year-round protection.

Future treatment for aphids is subject to funding availability for tree maintenance operations.

PLEASE CONTACT

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if you have any questions.