



# Town of Discovery Bay

<b>Program Area:</b> Parks and Landscaping	<b>Policy Name:</b> Park Rules and Regulations	<b>Policy Number:</b> 012
<b>Date Established:</b> April 20, 2011	<b>Date Amended:</b> November 4, 2020	<b>Resolution:</b> 2020-23

## **I. GENERAL INFORMATION**

These Rules and Regulations shall apply to all Town of Discovery Bay Community Services District's (District) owned or maintained Parks and common areas.

## **II. PARK HOURS**

Park hours, other than the Community Center grounds, shall be based upon the amount of light available for the safety of park users. Closing hours are one-half hour after sunset to one-half hour before sunrise on the following day.

When the parks are closed, lighted pathways may be used for traveling from one location to another; however, loitering on any pathway after the park is closed is prohibited.

No person may enter, loiter or remain, or allow or maintain motorized vehicles, bike or skateboard, in any park after the park is closed for public use. No vehicle may be left overnight for any reason, without the authorization of the General Manager or his/her designee.

## **III. PARK USE**

In general, park use is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment into any park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of seven (7) business days in advance of their scheduled event.

To reserve an area in one of the Parks, the following process must be followed:

1. The user must obtain a packet from the Community Center which includes the following:
  - a. Park Reservation and Use Permit Application
  - b. Parks Rental Fee Schedule
  - c. Park Rules & Regulations, Policy 012
  - d. Park & Facility Usage & Rental Policy, Policy 013

2. All Fees and Deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations and Park & Facility Usage & Rental Policy” shall apply to reservations.

#### **IV. COMMUNITY CENTER PARK HOURS**

Community Center park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the park and grounds will be open to the public.

#### **V. COMMUNITY CENTER PARK USE**

In general, Community Center park area is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment to the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of seven (7) business days in advance of their scheduled event.

Unless otherwise authorized by the General Manager, to reserve an area, the following process must be followed:

1. The user must obtain a packet from the Community Center which includes the following:
  - a) Facility Rental & Use Permit Application
  - b) Facility Rental Fee Schedule
  - c) Park Rules and Regulations Policy No. 012
  - d) Park & Facility Usage & Rental Policy No. 013
2. All Fees and Deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations Policy” and the “Park & Facility Usage & Rental Policy” shall apply to reservations.

- a) No trespassing after hours
- b) Special events and organized facility use by groups in excess of 50 participants by Permit only
- c) Alcoholic beverages by Permit only
- d) Dogs shall be leashed, except in designated areas, and under control at all times. Please dispose of your dog’s waste
- e) Barbecues and fires are permitted only in grills already provided in the park
- f) Hobby aircraft use of any type is prohibited
- g) No glass containers
- h) Golfing is prohibited
- i) Motorized vehicles or scooters are prohibited
- j) It is unlawful to damage any public property, including plant material

## **VI. ATHLETIC FIELDS (BASEBALL & SOCCER)**

In general, the use of all baseball and soccer fields will be governed by “Memorandum of Understanding (MOU)” which is negotiated annually with specific user groups.

When a field is not scheduled for use under a League or Organization agreement (MOU), it is available for public use. Reservations for day use can be made at the Community Center.

All users will adhere to the “Rainy Day” policy where if it has rained anytime in the three-hour period prior to scheduled field use, all activity shall be cancelled. If rain begins during field use and continues for thirty minutes, all activity shall be cancelled. Additionally, if the field is obviously too wet or in a condition where practice or active play would damage the field or turf, such practice play shall be postponed until the field has dried out to a point where footprints will not make a lasting impression. Users may reschedule their event or receive a refund if they have been rained out.

Users may not use fences for backstops, goals, or the like, which may cause damage.

## **VII. BASKETBALL COURTS**

For safety reasons, open-toe shoes or sandals are not permitted.

Hanging from the basketball rims and slam dunking is not permitted.

All disputes and disagreements shall be handled in a calm manner. Fighting or loud, abusive language is prohibited and will lead to removal from the courts.

When players are waiting, the following rules apply:

1. Games are played to 11 points, with each basket being worth 1 point.
2. Winning teams may remain on the court until they lose.
3. Full court games take precedence over half-court games; however, if a half-court game is in progress; full court games must wait for the current game to finish before taking court.
4. If the winning team of a half-court game does not wish to play full-court, they must leave the court.

## **VIII. TENNIS COURT/ PICKLEBALL COURTS**

For safety reason, tennis shoes must be worn at all times.

Courts are to be used for Tennis or Pickleball, ONLY. All other equipment is strictly prohibited.

Tennis/Pickleball courts may be reserved at the Community Center for a fee.

Players holding reservations have priority use of the Courts; however, if the reservation holder arrives late (20 minutes) or more, the reservation is forfeited.

When operating on a first come, first serve basis, one user cannot hold a court while waiting for another. All users must be present to secure a court.

When players are waiting, the following rules apply (except in the circumstance of a reservation):

- a) Users already in play on the court may finish their match.
- b) Singles matches may not exceed 1 hour.
- c) Doubles matches may not exceed 1 ½ hours.
- d) Once a match has been completed, the players must give use of the court to waiting users.

The following activities are prohibited on courts: skateboarding, roller-skating, street hockey, bicycling, ball playing, and any other non-court activities. No hanging on or touching the net.

Pets, food, alcoholic beverages, and glass containers are not allowed on the courts at any time.

The only chairs and tables allowed on the court surface are those that will in no way scratch, dent, mar, deface or otherwise damage the court surface. All chairs and tables must be removed at the end of play.

Persons not abiding by the above rules may be denied permission to use the courts in the future.

#### **IX. SPLASH PAD**

- a) The Splash Pad is unsupervised. All persons using the facility do so at their own risk. All children must have adult supervision at all times.
- b) Swimsuits and/or appropriate attire must be worn at all times. Footwear/sandals are strongly recommended.
- c) Food and/or beverages of any kind are not allowed on the Splash Pad. No glass containers or breakable objects are allowed on the Splash Pad.
- d) No skateboards, roller blades, bicycles, and/ or scooters are allowed on the Splash Pad. Dogs/pets are not allowed on the Splash Pad.
- e) Swim diapers are required for all non-toilet-trained users.
- f) Roughhousing or violent play is prohibited.

**The Splash Pad is not available for reservation.**

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

#### **X. SWIMMING POOL**

##### **General Pool Rules**

- a) All users over the age of 2 entering the pool facility must pay an entrance fee. Swimmers must shower before entering pool.
- b) All users will comply with the direction of the Lifeguard(s) and/or Aquatics Staff. Failure to comply will result in dismissal from the facility.
- c) Users will limit their conversations with the Lifeguards. General questions should be directed to Aquatics Staff in office.
- d) Users shall not block the view of a Lifeguard.

- e) Food and drinks may be consumed on lawn areas inside or surrounding the pool area
- f) No food or drinks of any kind will be allowed on the pool deck.
- g) Pets, alcoholic beverages, glass containers or Styrofoam are not allowed on the pool deck at any time
- h) Children under thirteen years of age must be accompanied by a responsible person over the age of 18.
- i) Children between the ages of 13 and 18 need not be accompanied by a responsible person over the age of 18, as so long as their parent/guardian signs a waiver in the presence of Aquatics personnel.

### **Attire**

All swimmers must wear a bathing suit. Only clean bathing suits are allowed in the pool. Rash guards that are loose are permitted in the water for sun protection purposes only. Clothing with metal zippers, snaps, buckles or buttons are not permitted. Street clothing including T-Shirts, basketball shorts, cut-offs, bike shorts, leotards, etc. are not allowed in the water. Swim diapers are required for all non-toilet trained users.

### **Conduct and Safety**

- a) No running in the pool area.
- b) No roughhousing inside the pool area, showers, or locker rooms.
- c) No person shall hang on the back of another person.
- d) No floatation devices (water wings, inflatable tubes, etc.). Only US Coast Guard approved lifejackets that have been inspected by Aquatics personnel are allowed. An adult must be supervising the child at all times.
- e) No profanity
- f) Animals are not permitted in the pool area.
- g) Swimmers may be required to demonstrate, to a lifeguard, that they can swim one width of the pool to be eligible to swim in the deep end.

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

### **XI. ANIMALS WITHIN THE PARK**

No person owning, possessing, harboring, or controlling any animal shall allow such animal to be at large. In the case of a dog, at large means “not under effective restraint by a leash.” In the case of animals other than dogs, at large means “not in the immediate presence or under their effective control of such person, in any place or position with the capacity to injure persons or property, or fights, bites or causes harm to any other animal or person.”

It shall be the responsibility of persons having charge of any animal to collect and dispose of excrement deposited in any public park/area.

No animal may enter or remain within any park area reserved for children or enter any play apparatus area.

No animal may be left unattended.

With the authorization from the District's General Manager, or his/her designee, animals may be brought onto public parks or facilities for the purpose of animal shows, exhibits, festivals and the like.

All park users are subject to Contra Costa County Ordinances relating to animal control services. Violations may be reported directly to Contra Costa County Animal Services at (925) 608-8400.

## **XII. DOG PARK**

Dog Park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the Dog Park will be open to the public.

The Dog Park may be closed for the following:

- a. Park maintenance.
- b. During periods of inclement weather.
- c. Other circumstances deemed by staff to be necessary.

Rules and Regulations:

- a) Use at your own risk – owners are responsible for the actions and behavior of their dog(s).
- b) Dog waste must be cleaned up immediately by the dog's owner. Dog waste bags may be available at the park entrance as a convenience; however, dog owners are responsible for ensuring a bag is available to retrieve their dog's waste.
- c) Owners must be within the dog park and supervising their dog(s) at all times with leash readily available. Limit three dogs per person per visit.
- d) All children under age 13 must be accompanied by an adult.
- e) Pet treats and food are not allowed inside the dog park.
- f) No smoking, alcohol or glass containers allowed on the property.
- g) No bicycles, skateboards, roller blades or motorized vehicles allowed.
- h) Leashes should be removed once inside the dog park.
- i) No aggressive dogs allowed. Aggressive dogs must be leashed and removed immediately.
- j) Dogs in heat and puppies under 4 months of age are not allowed.
- k) All dogs must wear a collar with a current rabies tag and identification.
- l) Excessive barking is not allowed. Dogs should be under voice control by their owner.
- m) Owners must fill any holes their dog digs.

## **XIII. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES**

Unless specifically authorized, no person shall drive or propel any automobile, truck, motorcycle, motor scooter, motorized skate boards or scooter, or any other motor powered vehicle within any park, except on the roads, driveways and/or parking lots provided and designated by the District General Manager or his/her designee for such use.

Parking overnight in any park parking lot is prohibited.

No person shall park any vehicle on any lawn or planted area in any park, unless specifically authorized by the District's General Manager or his/her designee.

No person shall wash, grease, service or repair any vehicle in public park areas unless authorized by the District's General Manager.

No motor vehicle or other conveyance shall be parked in any other area than an established or designated parking area.

Persons shall not ride or drive any horse or other animal within parks or common areas, unless authorized to do so by the District's General Manager or his/her designee.

Persons riding bicycles, skateboards, skates may ride upon the designated improved park road or pathway (asphalt or concrete) only, and then only when operated in a safe manner and yielding to pedestrians. Trick and exhibitions, including grinding, jumping starts and rails on benches, are strictly prohibited.

Caution and courtesy shall be followed when riding bicycles, skateboards or roller skates within any public park.

#### **XIV. FIRES, CAMPFIRES AND BARBEQUES**

Fires, campfires, and barbecues (BBQ) shall be permitted only in grills already provided in the park and may not be left unattended. Fuel shall be of such types and fires kindled in such a manner as to prevent the danger of fire in the surrounding vegetation. No personal BBQ's are allowed unless specifically authorized by the District's General Manager or his/her designee.

Before leaving the premises, a park user starting a fire in an authorized place shall be responsible for assuring that the fire is thoroughly extinguished. Used coals, fuel or other flammable material used to cook should be left on the grill provided in the park and should not be dumped into garbage receptacles, bushes or on any lawn area.

#### **XV. USE OF INFLATABLE PLAY EQUIPMENT**

The District requires any user, or operator, who intend to bring inflatable play equipment into the park provide the District with a Certificate of Liability Insurance showing valid liability coverage in the amount of \$1,000,000. A separate additional insured endorsement must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at least seven (7) business days prior to the scheduled reservation.

Inflatable play equipment may only be operated in areas specifically designated by the District. Power sources are not available at Ravenswood Park or the Community Center. Generators may be used only with District authorization.

#### **XVI. GOLF, ARCHERY AND HORSESHOES**

No person shall play or practice golf, archery or horseshoes, except in designated areas.

**XVII. MODEL AIRPLANES, CARS AND OTHER SIMILAR DEVICES**

No person shall fly model airplanes or operate gas powered model cars, vehicles, or other similar gas powered remote controlled devices within the grounds of any District park.

Battery powered remote controlled vehicles or devices may be used, but in a courteous manner, yielding to pedestrians and other park users.

**XVIII. RESTROOM USE**

No person shall use restrooms designated for the opposite sex, except children (age 6 and under) accompanied by an adult. All persons shall cooperate in maintaining restrooms in a neat and sanitary condition.

**XIX. ALCOHOL**

Unless permitted, no person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within a park area (reserved or not).

Violation of this regulation shall be grounds for immediate removal from any park area, forfeiture of deposit, citation by the Contra Costa County Sheriff's Department, and revocation of future use and reservation privileges.

**XX. DISORDERLY CONDUCT PROHIBITED**

Public parks are for the enjoyment and benefit of those persons who desire to use the facilities in an orderly manner. Disorderly conduct, including the following, is prohibited:

- a) Use of language which is offensive and likely to provoke an immediate violent reaction, including playing music which would do the same.
- b) Throwing of rocks, stones, or other missiles, likely to cause damage to any person, property, or animal. Use of typical play equipment, such as a frisbee or baseball, shall be allowed so long as it does not endanger other park users.
- c) Carrying firearms or other dangerous weapons in the park, that is potentially dangerous to human safety and wildlife, other than police officers in the discharge of their duties.  

Weapons prohibited under this section include, but are not limited to: firearms, any gun, pistol, bow and arrow, slingshot, or any type of object or device capable of propelling a projectile, knives (other than pocket or kitchen knives for the purpose of preparing or serving food), daggers, and martial arts weaponry, axes or machetes.
- d) Possess, sell, display or discharge any fireworks or firecracker of any sort, except with explicit written authorization from the District General Manager and the East Contra Costa Fire Protection District.
- e) Playing any game of chance, or operating any gaming table or instrument, or equipment designed for such game of chance.
- f) Aggressive behavior, such as pushing, shoving, or intentionally walking/riding close to another while walking, running, riding a bicycle, scootering, skateboarding, or roller/in-line skating.
- g) Begging or soliciting contributions or subscriptions.
- h) Climbing upon or tending to deface any wall, fence, shelter, building, structure or other public facility or equipment.



- i) Appearing unclothed or in such attire, costume, or clothing as to be exposed to public view.

Persons who are disorderly or publicly offensive to other park users or nearby residents shall be asked to cease such activity, and upon failure to do so, may be required to leave the park.

**XXI. EXCESSIVE NOISE PROHIBITED**

No person shall make excessive noise that distracts or disturbs park patrons or nearby residents.

**XXII. SELLING AND ADVERTISING**

No person shall sell, offer for sale, or give away any goods, wares or merchandise, or services (including training courses) within any park without having obtained authorization from the District's General Manager or his/her designee.

No person shall affix, cause to be posted or affixed to any tree, shrub, plant, fence, building, structure, monument, wall apparatus, post, bridge, bench, gate or other physical object, any handbill, circular, booklet, card, pamphlet, sheet, poster or written or printed notice advertising any commodity, article, merchandise, business activity, person, or thing within any public park without the prior authorization of the District's General Manager or his/her designee.

**XXIII. EMERGENCIES**

In an emergency or when the District's Board of Directors shall determine that the public interest, or public health, or public safety demands such action, any park, or any part or portion thereof, may be closed to the public and all persons may be excluded from entering or remaining therein until such park or area is reopened to the public. .

**XIV. EXHIBITIONS, EVENTS, FESTIVALS, MEETINGS & ASSEMBLIES**

Any person group, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, parade, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering where the expected attendance is 50 people or more occupying the park at any one time, must first obtain permission from the District's General Manager or his/her designee.

All requests for authorization under this section must be submitted no less than 60 days prior to the event to allow District staff time to prepare for the event.

Groups of any size requiring the assistance from the District (i.e. street barricades, etc.) must make a request in writing to the District at least 60 days prior to the event and may be required to reimburse the District for costs incurred as a result of the event. The District's General Manager or his/her designee may waive these requirements on a case-by-case basis.

Users wishing to stage or disperse a parade in a park and who have the necessary permit from the District are exempt from the requirements of this section.

**XV. CAMPING**

No person shall camp, lodge, erect a tent, or other temporary structure overnight in any public park without the authorization of the District's General Manager or his/her designee.

#### **XVI. CARE AND MAINTENANCE OF THE PROPERTY**

All refuse and debris within the park area shall be deposited within the appropriate can or receptacle provided. When a can or receptacle is not provided or is full, users must remove their refuse or trash from the park and properly dispose of it elsewhere.

No person shall cut, break, injure, tamper with, deface, remove or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, structure, apparatus or property; or climb any tree or wall, stand or sit upon monuments, bases, fountains, railings, fences, or any other property not designated for such purposes, nor shall persons hitch a horse or other animal to any tree or structure.

No person shall construct or erect any building, run or string any public service utility except by special written authorization.

No person shall wear footwear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular games or activities.

Only persons authorized by the District shall perform any work in or upon the park. Work, such as taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants, or flowers, shall be performed solely under the authorization of the District's General Manager or his/her designee.

No person shall use a park or any portion of the park when posted by the District as being closed for any reason, including, but not limited to when the park or portion thereof is closed for repairs or maintenance.

No user may engage in graffiti, tagging, or other defacing of District property or the property of others. No person shall place or dump any foreign material such as dirt, rocks, grass clippings, building materials, bottles, cans or anything similar on or within all parks and common areas.

#### **XVII. CONDITIONS AND LIMITATIONS**

Entry into the parks including reservations issued under the provisions of this chapter are subject to such reasonable conditions as the issuing body may deem necessary in order to ensure that the proposed use will be compatible with the general use of the park. Such conditions may include, but are not limited to the following:

- a) Limitations on the times during which the proposed use will be permitted.
- b) Limitations on the locations at which the use will be permitted.
- c) Limitations on the number of people that will be permitted to participate in a use given a location.
- d) Requirement that the applicant furnishes a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at

- least seven (7) business days prior to the scheduled reservation.
- e) Requirement that the applicants furnish private patrol or security where the nature of the use will impose undue burdens on the Sheriff services of the District.
  - f) Requirement that the applicants provide temporary sanitary facilities, trash containers, etc.
  - g) Require that the applicant post fees, deposits, or other security to cover the extraordinary costs which may be incurred by the District as a result of the proposed use.

No conditions imposed under these Rules and Regulations shall unreasonably interfere with the rights of individuals to express themselves or assemble, provided, however, that such activities shall be subject to such reasonable regulations so as to ensure the rights of the people to use their public parks shall not be unreasonably impaired. All users shall comply with all park rules and regulations unless otherwise specifically exempted there from.

**END**