

## Agenda Item: Enhancing the Parks & Recreation Special Events Policy for the City of Rialto

**Date:** [insert meeting date]

**Presenter:** [Your Name/Department]

### 1. Background & Current Practices (Parks & Recreation)

- Rialto currently handles **Special Event permit applications through Parks, Recreation & Community Services** [Riverside+3yourrialto.com+3Riverside+3](#).
- For **park shelter rentals**, Rialto charges \$53/day (plus \$13.40 processing fee) and currently **requires a \$100 refundable cleaning deposit** [rialtoca.gov+1](#).
- However, the City has **no consistent application-level deposit system or tiered fee structure** for larger open-space events, nor differential fees based on resident vs. non-resident status.

### 2. Regional Benchmarking: What Neighboring Cities Do

#### San Bernardino (Parks & Recreation)

- Requires both **event fees and deposits/damage bonds** for park facility use [San Bernardino](#).
- **Deposit amounts vary** based on event scope or special conditions.
- Applications must be submitted at least **10 working days in advance**, and fees paid within 72 hours to secure reservations [rialtoca.gov+12San Bernardino+12reddit.com+12](#).
- Alcohol is prohibited without additional waivers and insurance coverage.

#### Los Angeles County Parks & Recreation

- Uses a **security deposit system** ranging from **\$100 to \$5,000** (and up to \$50,000 for large-scale events), refundable based on event impact [parks.lacounty.gov](#).
- Permits can take **3–6 months for large events**, with decisions based on attendance and fee estimates above \$5,000 requiring full agreements [parks.lacounty.gov](#).
- Fees are set by the Director based on actual staff costs and park impact; clearly defines insurance (\$1M per occurrence, \$2M aggregate), cleanup, staffing, and parking [parks.lacounty.gov+1](#).

## Riverside (City of) Parks, Recreation & Community Services

- Manages **special event permitting** through a centralized “Special Events Team,” coordinating across city departments [Riverside](#).
- Events hosted by the Parks Department themselves (e.g. Movies in the Park) are often free to the public; external hosts must comply with permit requirements and coverage [Riverside+1](#).
- Although the public-facing website does not list explicit deposits or tiered fees, permits are required for events on **public property**, and fees are required for services such as staffing, cleanup, and coordination [RiversideRiverside](#).

## 3. Suggested Policy Enhancements for Rialto

### A. Deposit System

- Expand existing shelter deposit into a **tiered, refundable deposit program** for open-space events, aligned with scale:
  - **Small events (<100 people):** \$250 deposit
  - **Medium (100–500):** \$500–\$1,000
  - **Large public gatherings (>500):** \$2,000–\$5,000+, refundable pending venue condition
- Because LA County uses deposits up to \$50K for extensive events, Rialto’s scale can be set proportionally to costs and risks [parks.lacounty.gov+1](#).

### B. Tiered Fees & Application Lead Times

- Implement **application fee + permit/damage fee**, with escalation based on event size, staffing, and infrastructure needs.
- Require **minimum advance submission** (e.g., 10 working days for typical events, 3–6 months for large events), with **full payment due within 72 hours** to reserve space, similar to San Bernardino practices [San Bernardino](#).

### C. Resident vs. Non-Resident Fee Structure

- Offer **resident priority and reduced rates** (e.g., discounted deposit or fee tier).
- Require **full cost recovery or premium surcharges** for non-resident organizations or hosts, addressing Council’s concerns about external usage.

### D. Insurance, Cleanup, and Staffing Expectations

- Require **General Liability Insurance** (minimum \$1M per occurrence, \$2M aggregate), naming the City of Rialto as additional insured [parks.lacounty.gov](https://parks.lacounty.gov).
- Clarify applicant responsibilities: cleanup standards, waste removal, signage, staffing (e.g. police, later staffing fees).
- Establish penalties for **late cancellations**, **no-shows**, or failure to clean up properly, and link them to deposit forfeiture.

#### 4. Discussion Topics & Policy Development Questions

- Should Rialto introduce a **scalable deposit schedule** like LA County's, tailored to Rialto's event scale and community risk?
- What **thresholds trigger additional requirements** (e.g. insurance, staffing, cleanup)?
- How should **resident status** be verified and applied in the fee schedule?
- Should there be **different lead times** and deposit requirements for events involving structures (tents, inflatables, alcohol)?
- How will the **City recoup costs** for public services (e.g., trash pickup, portable toilets, power hookups)?

#### 5. Next Steps

- Task staff with drafting **template fee and deposit schedules**, benchmarking San Bernardino and LA County models.
- Draft the **permit policy language** including resident vs. non-resident distinctions, lead times, deposit structure, and enforcement measures.
- Conduct a **stakeholder workshop** (local groups, vendors, residents) for input on acceptable fees and processes.
- Bring a policy summary to the Commission for feedback before recommending to City Council.

#### Summary Table

<b>City</b>	<b>Deposit Approach</b>	<b>Fee Structure</b>	<b>Lead Time &amp; Application Rules</b>	<b>Resident vs. Non-Resident Policy</b>
Rialto (current)	\$100 deposit for shelter only	Flat civil/processing fee only	3 days for shelter rentals	No differentiation
San Bernardino	Varying damage bond required	Tiered by facility/event size	≥10 days, pay within 72 hrs	Not specified
LA County Parks	\$100–\$5,000+ refundable	Fees set to reflect staffing/cleanup costs	3–6 months for large events	Full cost recovery for all
Riverside (City of)	Not explicit publicly	Permit fees + event coordination	Permit via centralized team	Not publicly distinguished