

AGENDA ITEM NO. 7-B
MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD REPORT

DATE: March 4, 2026
TO: Board of Directors
FROM: Eric Morgan, General Manager
SUBJECT: Proposed Adoption of Interim Fee Schedule and Insurance Requirements for Special Use Permits

SUMMARY

The Monterey Peninsula Regional Park District (MPRPD or District) receives frequent requests for Special Use Permits for organized group activities, competitive events (including running races), commercial uses, and other special activities on District roads, trails, and facilities. These are currently processed case-by-case, which can lead to inconsistency for applicants and variable cost recovery (if any) for the District.

To promote transparency, predictability, and fair cost recovery while protecting park resources and supporting community access, staff has developed a proposed **Interim Fee Schedule and Insurance Requirements** policy. This interim policy establishes modest, scaled fees based on event type, size, and impact—drawing from practices in peer California agencies—and includes targeted discounts and exemptions for schools and local community groups. It applies to organized group uses (20+ participants), advertised competitive events, and commercial activities as defined in MPRPD Ordinance Number 3, Section 406.2.

This policy will remain in effect until a comprehensive fee study and permanent policy are completed, anticipated within 12-18 months. It balances resource stewardship, liability management, and accessibility for a district of MPRPD's size..

FISCAL IMPACT

Adoption will enable modest revenue generation to offset some staff time, monitoring, site restoration, and potential impacts from special events, with no significant new costs to the District. Fees are intentionally set lower than many larger regional districts to maintain affordability.

FUNDING SOURCE

N/A

FUNDING BALANCE

N/A

DISCUSSION

MPPRD park units host a variety of special uses, from community nature walks and school field trips to competitive running races, equestrian events, and guided commercial tours. These activities enhance public engagement with the District's trails and open spaces but can require additional staff coordination, monitoring, cleanup, and risk management beyond normal public use. Without standardized fees, processing has been handled individually, leading to unpredictability for organizers and inconsistent cost recovery for the District.

Development of the Interim Policy

Staff reviewed fee structures from various agencies across California, including the East Bay Regional Park District (EBRPD), Sacramento County Regional Parks, Midpeninsula Regional Open Space District, California State Parks, and Bureau of Land Management practices. The proposed schedule adopts modest rates appropriate for a smaller-to-medium district, with flexibility for the General Manager to adjust, reduce, or waive fees for low-impact, non-profit, school, or clear public-benefit activities. Applications must be submitted at least 60 days in advance, and all events require compliance with District rules, cleanup, and (where applicable) insurance naming MPPRD as an additional insured.

Key Elements of the Proposed Interim Fee Schedule

The schedule includes the following core components. Additional details are provided in Attachment 1):

- **Non-refundable Application/Administrative Fee:** \$100 per event (exempt for qualifying 501(c)(3) non-profits, government agencies, accredited schools for low-impact activities, and exempt school visits).
- **Refundable Deposit:** Base \$200 per event (refunded after inspection); may be increased case-by-case based on risk factors such as event scale, location sensitivity, or potential for damage/cleanup (aligned with risk-based financial assurance practices).
- **Staff Monitoring:** \$60 per hour per District staff member for facilitation, monitoring, or support.
- **Organized Group Use (non-competitive, e.g., group hikes, training sessions):** Tiered fees from \$75 flat (20–50 participants) to \$600 + \$1 per participant over 200.
- **Competitive Use (e.g., running races, timed events):**

- Low-impact (begins/ends off-District property, uses <3 miles of trails/roads): \$100 flat.
- Standard tiers: \$250 (50–100 participants), \$500 (101–200), \$1,000 + \$2 per participant over 200.
- **Commercial Use:** \$250 flat or 5% of gross revenues (whichever greater), with post-event reporting.
- **Additional Charges:** Late application surcharge (\$75), vendor/concessions (\$75 per vendor or 10% of gross sales), vehicle accommodation (\$1 per vehicle per hour for 10+ vehicles supporting off-District events), vehicle access to closed areas (\$75/day), and site restoration/impact mitigation at actual cost. Portable restrooms are the permittee’s expense.

Exemptions, Discounts, and Community Support

- Full exemption from use fees for qualifying outdoor or center school field trips (no special accommodations required; permit may still be needed for groups of 20+).
- The General Manager retains authority to further reduce or waive fees/deposits/insurance for low-impact or high public-benefit activities such as service programs.

Insurance Requirements

Most permitted events require comprehensive general liability insurance with MPRPD (and its Board, officers, employees, agents, and volunteers) named as additional insured. Coverage limits are risk-based: \$1,000,000/\$2,000,000 for low-risk activities, scaling to \$2,000,000+ for higher-risk competitive or large events.

Park-Specific Limitations and Inter-Jurisdictional Coordination

Certain park units have capacity or sensitivity constraints that may limit or condition approvals. Events impacting county/city roads, joint-management areas (e.g., Laguna Grande via JPA), or extending off-District property may require additional permits from Monterey County or local cities (Monterey, Seaside, Carmel-by-the-Sea, Pacific Grove, etc.).

Comparative Context and Interim Nature

Fees are set modestly compared to larger agencies (e.g., EBRPD’s attendance-based tiers start at \$150 for up to 100 persons, with a similar \$100 low-impact athletic option; Sacramento County uses higher per-tier rates). This approach supports cost recovery without deterring community events and will be reviewed after the planned comprehensive fee study.

RECOMMENDED ACTION

Staff requests that the Board adopt the proposed Interim Fee Schedule and Insurance Requirements for Special Use Permits.

ATTACHMENTS

1. [Proposed Interim Policy: Interim Fee Schedule and Insurance Requirements for Commercial, Competitive, and Organized Group Special Uses of Roads and Trails, Facilities in MPRPD Park Units](#)
2. [Comparative Fee Schedules from Similar California Park and Recreation Agencies](#)
3. [Sample Special Use Permit Application Form and Guidelines](#)
4. [Permit Program Workloads](#)