



## Monterey Peninsula Regional Park District Policy & Procedure Manual

Title:	Interim Fee Schedule and Insurance Requirements for Commercial, Competitive, and Organized Group Special Uses of Roads and Trails, Facilities in Monterey Peninsula Regional Park District Park Units	
Department:	Operations and Finance	Effective Date: March 4, 2026
Policy No:	3011	Revisions: None

### 1. Purpose

The Monterey Peninsula Regional Park District (MPRPD or District) processes Special Use Permit applications on a case-by-case basis, assessing fees for additional staff time, site restoration/impact mitigation, and commercial vendor activities where applicable. California has over 100 open space, parks, and recreational special districts, with application fee and use fee structures varying widely.

To align with stateside practices, balancing cost recovery, resource protection, and accessibility for a small-to-medium districts like MPRPD – the Board adopts this interim policy with adjusted modest fees while providing flexibility in refundable deposits to address potential risks. This promotes transparency, predictability, and consistency for applicants, manages liability, and supports community engagement.

This schedule applies specifically to special uses of roads, trails, parking areas and facilities in MPRPD park units, including organized group activities, competitive events (e.g., runs, races, equestrian events), and commercial activities (e.g., guided tours, revenue-generating events) that exceed normal public use or involve organization, advertising, or participant fees/charges as further described within MPRPD Ordinance Number 3, Section 406.2.

At the direction of the Board of Directors at the March 4, 2026 Board Meeting, this interim policy will be evaluated at the December 2026 Board Meeting. Fees, deposits, insurance requirements, and discounts may be adjusted, reduced, or waived by the General Manager for low-impact events, non-profits (501(c)(3)), accredited schools, government agencies, or activities serving a clear public benefit. All events require a Special Use Permit application, proof of insurance listing the MPRPD as an additional insurance (where required), and full compliance with District rules (e.g., no harmful trail marking, adherence to trail safety etiquette, complete cleanup). Applications must be submitted at least 60 days in advance.

### 2. Definitions

- 2.1 **Organized Group Use:** Any coordinated or advertised gathering of 20 or more participants (e.g., group hikes, training sessions, nature walks, non-competitive outings). This excludes competitive events involving races,

contents, or timed activities. See MPRPD Ordinance 406.2.a-d.

- 2.2 **Competitive Use:** Events involving races, contests, timed activities, or competitions (e.g., cross-country runs, orienteering, equestrian poker rides). See MPRPD Ordinance 406.2.b.

### **3. Park-Specific Limitations**

Specific MPRPD park units may have inherent limitations or deed restrictions on the amount, type, frequency, or timing of special uses that can be accommodated due to factors such as resource sensitivity, capacity constraints, existing public use levels, adjacent property impacts, traffic/parking considerations, or regulatory restrictions (e.g., access stipulations on certain parcels). Approval of any special use is not guaranteed and will be evaluated on a case-by-case basis to ensure compatibility with the District's stewardship responsibilities and park management objectives. Applicants should consult District staff early to confirm feasibility for a particular park unit.

### **4. Disclosures for Use Supporting Off-District Events**

Use of MPRPD park units, roads, trails, or parking lots to support or accommodate special events primarily occurring off District property (e.g., staging, parking, access for participants/spectators/vehicles related to nearby races, festivals, or other activities) also requires a Special Use Permit if it involves 10 or more vehicles requiring accommodation (e.g., parking, entry/exit coordination, or use of District facilities).

Fee for such vehicle accommodation: \$1 per vehicle per hour (billed based on actual or estimated duration of use; minimum 2 hours).

This fee is in addition to any other applicable administrative fees, deposits, staff costs, or mitigation charges.

Permits for off-district support uses will be subject to the same review criteria, including impact assessments and insurance requirements, and may be denied or conditioned if they exceed park capacity or conflict with public access priorities.

### **5. Additional Authorizations and Fees from County and City Jurisdictions**

Events using MPRPD park units may require additional authorizations, permits, and fees from other jurisdictions, including Monterey County, incorporated cities in the Monterey area (e.g., City of Monterey, City of Carmel-by-the-Sea, City of Pacific Grove, City of Seaside, City of Del Rey Oaks, City of Marina, etc.), or other local agencies, particularly when:

- The event impacts public rights-of-way, streets, sidewalks, or adjacent properties under county/city control;
- The park unit or trail segment is jointly managed or co-operated with another agency (e.g., Laguna Grande Regional Park via Joint Powers Agency with cities; potential overlaps with state parks, county parks, or local jurisdictions); or
- The event extends onto or relies on land off MPRPD-managed property (e.g., access routes, staging areas, or trails crossing jurisdictional boundaries).

*Examples of additional requirements may include:*

- County or City special event permits (e.g., Monterey County for events over certain thresholds or involving county facilities; city permits for parks, beaches, or streets);
- Encroachment permits for road/trail use affecting county/city infrastructure;
- Alcohol permits (e.g., ABC or local approvals if beverages are served);
- Health/environmental permits (e.g., food service, waste management);
- Traffic/parking control plans and associated fees;
- Emergency Medical Services (EMS) plans or medical services contracts (e.g., coordination with local EMS agencies like American Medical Response or fire departments, including a Special Event Medical Plan for larger events);
- Communications plans (e.g., for emergency access, radio coordination, or public notification in joint or multi-jurisdictional areas).

Permittees are solely responsible for identifying, obtaining, and complying with all required authorizations from applicable county, city, or other jurisdictions, including any associated fees, plans (e.g., medical/EMS, communications/emergency access), or coordination. Failure to secure these may result in denial, revocation, or cancellation of the MPRPD Special Use Permit. Applicants should consult District staff and relevant local agencies early in planning.

## **6. Important Exemption for Indigenous Gatherings and Organized School Visits**

Indigenous gatherings held for cultural, spiritual, or traditional purposes are exempt from all use fees under this policy. Furthermore, organized school visits and field trips to MPRPD parks that occur entirely outdoors or use centers and require no special accommodation (e.g., no exclusive road/trail closures, no amplified sound, no

structures/equipment beyond normal public use, no vehicle access to closed areas) are exempt from all use fees under this policy.

Such visits may still require a Special Use Permit if the group size is 20 or more students (per current District requirements), but no application fee, event fee, deposit, staff/monitoring charges, or insurance requirements (beyond any basic proof of coverage the tribes or school may already carry) will apply. This exemption supports indigenous and educational access to natural resources and aligns with the District's mission to connect people with parks and open space. Visits involving special accommodation may be subject to standard fees, partial reductions, or insurance provisions at the General Manager's discretion.

## 7. Interim Fee Schedule

Below is tabular summary of the key rates from the proposed interim policy for MPRPD Special Use Permits (commercial, competitive, and organized group special uses of roads and trails). This table focuses on the fee-related components only.

Category	Fee Type	Amount / Structure	Notes / Conditions
<b>Application / Administrative</b>	Non-refundable processing fee	\$100 per event	Exempt for 501(c)(3) non-profits, government agencies, accredited schools (low-impact), and exempt school visits
<b>Refundable Deposit</b>	Base deposit	\$200 per event	Refunded minus deductions after inspection
	Increased deposit (risk-based)	Case-by-case increase	Determined by General Manager; based on scale, location sensitivity, activity type
<b>Staff Monitoring</b>	Staff time	\$60 per hour per District staff member	Billed for actual hours used for facilitation, monitoring, or support
<b>Organized Group Use (non-competitive)</b>	20-50 participants	\$75 flat	Low-impact assumed unless otherwise noted
	51-100 participants	\$150	
	101-200 participants	\$300	
	201+ participants	\$600 + \$1 per participant over 200	
<b>Competitive Use (e.g., races, timed events)</b>	Low-impact (begins/ends off-District, <3 miles trails/roads)	\$100 flat	Some small running races or fun runs may qualify if minimal internal impact
	50-100 participants	\$250	
	101-200 participants	\$500	
	201+ participants	\$1,000 + \$2 per participant over 200	
<b>Commercial Use</b>	Flat or percentage	\$250 flat or 5% of gross revenues (whichever greater)	Post-event revenue reporting required
<b>Additional Charges</b>	Late application surcharge	\$75	For submissions <60 days in advance
	Vendor/concessions	\$75 per vendor or 10% of gross sales	Whichever is greater
	Vehicle accommodation (off-District support, 10+ vehicles)	\$1 per vehicle per hour (minimum 2 hours)	Billed on actual or estimated duration
	Vehicle access to closed areas	\$75 per day	
	Site restoration / impact mitigation	Actual cost	Assessed post-event if damage or extra cleanup required

## 8. 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 to medium risk activities,

scaling to \$2,000,000+ for higher-risk competitive or large events. Proof of insurance must be provided with the application or as conditioned in the permit.