

**RESOLUTION NO. 2020-128**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
APPROVING THE DISTRICT56 USE POLICY**

**WHEREAS**, District56 is the City's recreational campus located at the intersection of Big Horn Boulevard and Civic Center Drive. Facilities at District56 include The Center, Elk Grove Aquatics Center, Veterans Grove, Avenue of the Arts, two parking areas, and the soon to be built Nature Area; and

**WHEREAS**, the District56 campus was built as a gathering place for the Elk Grove community. There is a wide interest of using the facility for events such as food truck festivals, charity runs, and farmers markets; and

**WHEREAS**, the City Council wishes to adopt a policy for use of the facilities at District56, all consistent with the District56 facility reservation process and guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby approves the District56 Use Policy ("Policy"), attached hereto as Exhibit A; and

**BE IT FURTHER RESOLVED** that the City Manager or designee is authorized to grant rights of entry or licenses for use of facilities at District56 consistent with the Policy; and

**BE IT FURTHER RESOLVED** that the City Council of the City of Elk Grove hereby authorizes the City Manager to make changes to the Policy as reasonably necessary to address safety, facility maintenance, or otherwise promote the effective management of the District56 campus.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 24<sup>th</sup> day of June 2020



\_\_\_\_\_  
STEVE LY, MAYOR of the  
CITY OF ELK GROVE

ATTEST:



\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY



**DISTRICT56 USE POLICY**  
**Located at 9701 Big Horn Blvd and 8230 Civic Center Drive**

1. Use of the facilities and amenities at District56 requires submission of a completed Reservation Request Form, execution of a Use Agreement (if required), payment of any applicable fees and/or deposits, and proof of insurance.
2. The City reserves the right to refuse or revoke permission to use the District56 facilities. If the event is determined to have public safety concerns, the City may deny use of the site or require a security plan, approved by the Police Department, to account for any identified public safety concerns.
3. Reservation of District56 facilities should be made at least 45 - 60 calendar days, depending on the location for rental, in advance. While initial contact may be made by phone or e-mail, the final booking will be completed through the City's reservation software. Submission of the security and utility deposit can be completed on-line through the reservation system or in person at the Cashier's office located at Elk Grove City Hall (8401 Laguna Palms). Deposits must be made to hold the reservation.
4. Any event held at District56 shall not disrupt any neighboring business or private residence. All displays, event signage, brochures, vehicles, booths, et cetera, for the event shall be contained within the District56 Campus. Under no circumstances shall any of these be within the public right of way. Event organizers may provide City Staff a 3'x10' vinyl banner to be placed on-site prior to the event.
5. Any events requiring use of all or part of Big Horn Boulevard or Civic Center Drive shall require a Street Use Permit, which is subject to review by the City, and may be denied if the City determines it will negatively affect the surrounding neighborhoods, fire response or creates other public safety concerns or hazards. If it is determined that a Street Use Permit is required, the event organizers are responsible, at their cost, for working with the City to provide neighboring properties and businesses within an 800 foot radius of the street closure, proper notification. If applicable, a Temporary Use Permit and a Street Use Permit must be submitted with the site Reservation Request Form.
6. The City will charge a refundable security deposit of 50% of the rental costs for each day of the event. The security deposit must be remitted to the City for the reservation to be held in the City's reservation process. The security deposit shall be used to repair any damage to the facilities as a result of its use. If no damage occurs related to the

use of the facility, this deposit will be returned within 30 calendar days following the completion of the scheduled event. If actual damages for the event exceed the deposit amount, the organization will be billed by the City for the additional cost and payment must be remitted to the City within 30 calendar days of the date of invoice.

7. Organizations holding outdoor events at District56 may be required to provide their own trash and recycling carts to serve the event, in compliance with Elk Grove Municipal Code Title 30. The number of carts provided shall be sufficient to meet the needs for the event but should generally be equal to at least 2 trash and 2 recycling carts per 100 attendees. Events focused on food and or beverages should provide service in the range of 5 to 6 trash and 5 to 6 recycling carts per 100 attendees. All carts should clearly indicate the material collected and should be serviced daily if the event is more than a single day. Marked recycling carts must be placed next to all trash carts. All trash and litter must be removed from the site at the end of each day, and, upon completion of the event, the site must be inspected by the organizers and all trash, debris and other materials resulting from the event removed. If trash needs include a dumpster, event organizers must work with the City to identify placement of the dumpster outside of District56. For information on trash and recycling service providers registered to work in the City of Elk Grove, please see the City's website:

[http://www.elkgrovecity.org/city\\_hall/departments\\_divisions/garbage\\_recycling/commercial/elk\\_grove\\_commercial\\_hauling](http://www.elkgrovecity.org/city_hall/departments_divisions/garbage_recycling/commercial/elk_grove_commercial_hauling)

8. Organizations holding outdoor events at District56 lasting longer than four hours must provide portable toilets and hand wash stations in addition to the on-site bathroom. At least one portable toilet shall be provided for every 300 event attendees (including vendors and event organizers). At least one hand wash station shall be provided for every four portable toilets provided, with a minimum of at least one hand wash station for any event lasting longer than four hours. Ten percent of the total number of portable toilets shall be disabled accessible, meeting the standards of the Americans with Disabilities Act of 1990, as amended. A minimum of at least one disabled accessible portable toilet shall be provided for all events longer than four hours regardless of the number of attendees. Event organizers will work with the City to unlock on-site bathrooms for guest use during the event. During the application process, City staff may review the size and scope of the event and determine that an alternate number of portable toilets will be required.
9. Organizers holding outdoor events at District56 past dusk may be required to provide alternate lighting for guests if using an area without lighting. At least two portable light towers shall be required to illuminate the area sufficient for pathway lighting for guests.
10. All meetings and events must conclude, the property cleaned up and restored to its prior condition, and the property vacated by the time specified within the Use Agreement. Cleaning includes the removal of all trash, spilled materials (food, liquids, any materials brought on site by event organizers). Stained asphalt and/or concrete must be cleaned.

11. The group or organization holding the event shall assume full responsibility for any damage to District56 including its facilities, turf, walls & fencing, gates, asphalt or concrete surfaces, utility connections or facilities (water, storm drain, electricity, and cable), trees and landscape per the Use Agreement. **SIDEWALK CHALK AND/OR PAINTER'S TAPE** are the only permissible marking materials to be used on the site.
12. Each group/organization will be responsible for all set-up and clean-up of the outdoor facilities at District56. District56 shall be left in the same condition in which it was turned over for use. If the group or organization is holding an event on a Saturday, all items and debris relating to the event must be removed and the area fully cleaned that same night in order to accommodate other uses. Failure to clean up the area after an event may result in a) the forfeiture of the security deposit, and/or b) the termination of that group or organization's future use of District56. City staff will accompany event organizers on a pre- and post- event walk through to ensure all cleaning and repair obligations are met. Payment(s) for damage above and beyond the deposit will be assessed by the City and may be charged to the individual, group or organization responsible. Failure to pay the assessed damages may result in legal action.
13. City personnel will not provide or assist in the set up or cleaning of area. City personnel will not assist in the handling of exhibits, equipment, or other materials used in any event taking place by a group or organization other than the City of Elk Grove.
14. Events incorporating activities creating a material risk of personal injury, are not permitted, unless expressly approved in writing by the City in its sole discretion.
15. Permission to use District56 does not constitute an endorsement by the City of the group or organization's policies or beliefs. All press releases, publicity, or advertisements relating to any program, event or meeting held at the facility shall clearly state the name of the sponsoring group or organization and shall not imply the program, event or meeting is sponsored by the City unless the City has agreed to co-sponsorship.
16. Alcoholic beverages may be permitted subject to (1) express prior written approval by the City, (2) proof of compliance with all local and California state laws, ordinances, and regulations, including without limitation receipt of all applicable licenses and/or permits authorizing alcohol use, and (3) a security plan for the proposed event, approved in advance by the Police Department. The security plan must include a minimum of one security guard with additional guards required per every 150 guests. No glass food or beverage containers are allowed in the outdoor venues at District56 or in the Elk Grove Aquatics Center. The City reserves the right to require additional security or the use of Police Officers.
17. The sponsoring organization shall be responsible for any and all liability for any loss, injury, or damage to persons or property that may be sustained to District56 related to the event or the attendees. All organizations seeking to use District56 will be asked to provide proof of insurance and an endorsement naming the City as an additional insured. An organization may be required to purchase a one-day event insurance policy.

18. The organization must expressly agree to indemnify, defend and hold the City, its officers, agents and employees, harmless from any and all claims for loss, damage, injury or liability of any nature which may be caused by, or may result, directly or indirectly from the exercise of its use of District56.
19. If any given event taking place at District56 requires a permit not issued by the City, such as a County Environmental Health Division permit, or a Large Assembly permit from Cosumnes Fire Department, proof of such permit shall be provided to the City at least one week prior to the event.
20. Cancellations of District56 reservations should be made no later than 30 days in advance of the scheduled event. Partial deposits may be refunded depending on when the cancellation is received. All cancellations shall be in writing from the applicant.
21. The City shall have the right to inspect the premises at all times.
22. The organization, in its use of District56 shall not discriminate against any person upon the basis of race, color, religion, creed, national origin, age, sex, disability or marital status.
23. The City may deny future use of District56 to any user or organization that fails to fully comply with this Use Policy, District56 Code of Conduct or the facility reservation applications.
24. Smoking shall not be permitted on the premises. For purposes of this Use Policy, "smoking" shall mean lighting, inhaling, exhaling or burning any pipe, cigar, cigarette, weed, plant, marijuana or marijuana product, or carrying any lighted pipe, lighted cigar, lighted cigarette, lighted weed, lighted plant, or other ignited combustible substance in any manner or in any form.

The City Manager has the authority to approve uses (licenses) at the site. The City Manager is authorized to make changes to the policy as become reasonably necessary to address safety, facility maintenance or otherwise promote the effective management of the District56 campus.

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2020-128**

STATE OF CALIFORNIA        )  
COUNTY OF SACRAMENTO    )       ss  
CITY OF ELK GROVE         )

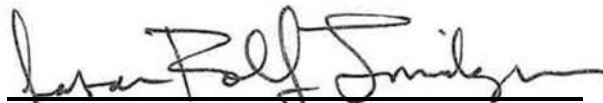
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on June 24, 2020 by the following vote:*

**AYES:**        **COUNCILMEMBERS:**    *Ly, Detrick, Hume, Suen*

**NOES:**       **COUNCILMEMBERS:**    *None*

**ABSTAIN:**   **COUNCILMEMBERS:**    *None*

**ABSENT:**    **COUNCILMEMBERS:**    *Nguyen*



**Jason Lindgren, City Clerk**  
**City of Elk Grove, California**