

**SPECIAL USE PERMIT APPLICATION**

APPLICANT INFORMATION

Agency / Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Unit: \_\_\_\_\_ Phase: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Activity: \_\_\_\_\_ Task: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Function: \_\_\_\_\_ Object: \_\_\_\_\_

Email: \_\_\_\_\_ Program: \_\_\_\_\_ Dept. Obj.: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document, You are authorizing the above employee to incur costs for this event. Ensure proper billing data is provided above. Submit all pages to GSA Special Services via email or brown mail (L#3030).

ACTIVITY INFORMATION

Title of Event: \_\_\_\_\_

Detailed description of event or special use: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Security Required: \_\_\_\_\_ Special Parking Required: \_\_\_\_\_

Start: Day of Week \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

End: Day of Week \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Event (Attach diagram or map): \_\_\_\_\_

Additional Requirements (Attach additional pages as needed): \_\_\_\_\_

**I hereby acknowledge receipt of the Requirements and Rules/Regulations documents and agree to the terms and conditions setup forth. Initial Here:** \_\_\_\_\_

GSA USE ONLY

Departments / Agencies affected: \_\_\_\_\_

Disruption/ Inconvenience level:  Acceptable  Unacceptable/ Denied

Support Services Required: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

- Application for Special Use Permit is Approved**  
A Special Use Permit can be issued for the above described activities on the above listed date and time.
- Application for Special Use Permit Denied:**  
Applicants request for a Special Use Permit is denied. Please contact (805) 477-7187 for more information.

**Comments / Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

# Special Event Questionnaire

You have been asked to complete this form in accordance with the County of Ventura Administration Manual, 'Approved Uses for the County Facilities and Grounds Policy'

Organization Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

1. Is the Organization named above the responsible Organization for this event? Yes  No   
If you answer Yes, please continue with filling out this form.  
If you answer No, contact the County of Ventura, Special Events Coordinator for instructions.

2. Is the Organization performing commercial or promotional activities at this event? Yes  No

3. What is the purpose of the event?  
\_\_\_\_\_  
\_\_\_\_\_

4. What type of event are you planning?  
\_\_\_\_\_  
\_\_\_\_\_

5. What is the estimated attendance? \_\_\_\_\_

6. Will the main contact person of the responsible organization be present at the event? Yes  No   
Please provide the name and phone number of the main contact person of the responsible organization that will be present at the event.  
Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

7. Will any sound-amplifying devices (e.g. bullhorn, loudspeakers, amplifiers, etc.) be used at the event? Yes  No

8. Will you be able to meet the insurance requirements for this event? Yes  No   
Individuals or groups that do not meet the insurance requirements must submit a notice indicating that they are not insured and will be required to purchase event insurance through Alliant Insurance Services, Inc. coordinated by the County of Ventura, Risk Management. Event insurance fees vary depending on the type of event.

*The information gathered from this questionnaire will be used in addition to the Special Use Permit application form. All information must be accurate. Any proposed use shall not conflict or disrupt the purpose of government operations. The Organization named in this questionnaire will be accountable for all information given.*

Applicants Name (Please print clearly): \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*This Section is for GSA Use Only*

Reviewed by: \_\_\_\_\_ Date of Event: \_\_\_\_\_



# SPECIAL USE PERMIT REQUIREMENTS

## **Facility Use Requirements**

### Cleaning/Trash Disposal

Applicant shall be responsible for cleaning the assigned areas. The applicant will be responsible for removing all disposable trash bins and trash at the completion of each day of operation or event. The applicant will be responsible for maintaining the cleanliness of the assigned area immediately adjacent to the operation or event. The Special Event Cleaning Agreement application will be sent to you if applicable.

### Signs, Awnings, and Canopies

The applicant will not place or suffer to be placed or maintained on any exterior door, wall, or window of the Premises any sign, awning or canopy, or advertising matter or any other thing of any kind, and will not place or maintain any exterior lighting, plumbing fixture or protruding object or any decoration, lettering or advertising matter on the glass or any window or door of the Premises without first obtaining written approval and consent. For special consideration, submit a Display Application to GSA-SSD. The Display application can be obtained from GSA-SSD at 477-7187.

### Utilities

The facilities' electrical service, plumbing or sewage systems shall not be used for any other purpose than that which they are constructed, and no foreign substance of any kind shall be thrown therein, and the expense of any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by applicant whose employees, agents or invitees shall have caused it. These services will not be used without prior approval via the permit process. Cost for after hour utilities will be billed to the client.

# SPECIAL USE PERMIT RULES & REGULATIONS

## Regulations

The applicant at the applicant's sole cost and expense, shall comply with all of the requirements of all municipal, state, federal and other applicable governmental authorities, not in force, or which may hereafter be in force, pertaining to the Premises, and shall faithfully observe in the use of the Premises all Municipal and County Ordinances and State and Federal Statutes now in force or which may hereafter be in force, and all regulations, orders and other requirements issued to made pursuant to any such ordinances and statutes, including, without limitation, Title III of the Americans with Disabilities Act of 1990 ("ADA") Section 11532 of the California Health and Safety Code, and the U.S. Occupational Safety and Health Administration ("OSHA"). Ventura County Ordinance, Chapter 9, Section 6910 Storm Water Quality Management.

## Safety

The applicant's organization (or group) shall become familiar with and obey all COUNTY Regulations including fire, traffic, and security regulations. The applying organization and its vendors and contractors on the Premises shall keep within the designated limits of parking facilities and avenues of ingress and egress, and shall not enter any other or restricted areas unless required to do so and are cleared for such entry.

A permit may be denied if the proposed activity would pose a threat to public safety or impede pedestrian or vehicular traffic.

## Guidelines and Rules

The applicant must agree to comply with and observe all the following rules and regulations:

1. Smoking, Vaping or E-Cigarettes are prohibited in any County facility, including meeting rooms, or any County vehicle. Smoking, vaping and e-cigarettes are allowed in designated smoking sections at least 20 feet away from any entrance or public gathering.
2. Consumption of alcoholic beverages are not allowed in County Facilities or Grounds as per the Food and Beverages in County Facilities Policy Chapter IV A-10.
3. The applicant and its patrons shall not use offensive language, make noises, or create odors that will distract from or interfere with the primary purpose of County facilities and/or grounds.

4. Shouting and/or yelling is not allowed.
5. Use of bullhorns, loudspeakers, televisions, phonographs, radios, or any musical playing devices including musical instruments or amplifiers used for live performances shall not be permitted without prior approval. Sound regulations are strictly enforced as to not interfere or disrupt County Government Business.
6. Congregating inside the buildings is not allowed.
7. Blocking of access and/or egress routes is not permitted.
8. Posting of signs without prior permission is not permitted.
9. No soliciting, leafleting or placing of flyers on automobiles.
10. Picket signs posted on sticks, posts, boards or any other type of pole can not be brought into the building, including meeting rooms, without prior authorization.
11. The applicant shall not commit or suffer to be committed any waste upon the Premises or any nuisance or other act or thing which may disturb the quiet enjoyment of any person within one hundred feet of the boundaries of the assigned areas. This includes neighboring Non County properties.
12. No storm drain runoff per County Ordinance 6910. In addition to other conditions identified in your event permit, you are asked to use best management practices related to storm water pollution prevention.
  - Before your event, make sure you are familiar with the location of storm drains in the area where people will gather.
  - Place temporary screens over catch basins where necessary.
  - Do not place liquids or trash into or near storm drains.
  - Use dry clean methods first! Try not to use water to clean up spills. Use mops, brooms or wire brushes to clean sidewalks, pavement and other impervious surfaces. If you must use water, mop it up, place it in a container and take it with you for disposal into a sink so that it can be properly treated by the sanitary sewer system.
  - If you are serving food or beverages, make spill kits available. These kits should contain paper towels, cloth towels, kitty litter and/or sand.
  - Do you use cleaning solutions or any other chemical agents? Never use soap, detergents, cleaning solutions or any other chemical agents to wash away a spill. Even biodegradable soaps can harm fish and wildlife in streams and the ocean.
  - If you use water or ice at your event, do not empty any of these containers onto streets or sidewalks. Take these liquids with you and empty them into sinks or indoor drains.

- If there are pets at your event, advise participants that the event is one where “poop and scoop” is required. After the event, survey the area and, if pet waste is visible, collect the waste in plastic bags and dispose of it in trash receptacles.
- Keep your area free of litter. Use the trash receptacles to minimize litter. If receptacles are overflowing during your event, arrange for collection of the trash or advise the Special Events Coordinator.
- After your event, arrange for the removal of catch basin trash screens, the collection of trash and all wastes, and clean-out of catch basins.

*Should a discharge to the storm drain system occur, immediately notify the Special Events Coordinator or County representative assigned to your event, with details regarding the incident and any actions you have taken to mitigate the incident. You will be asked to provide written documentation immediately following your event.*

13. No Styrofoam or expandable polystyrene food containers or utensil are allowed to be used at the County Harbor, Parks, Government Center, and County Sponsored events as per County Board of Supervisors Resolution dated 10/12/04.

14. The premises must be left in as good order and condition as it was prior to the event. Failure to remove all items from the area may result in a fine.

15. No fire or open flame is permissible on County premises including candles, torches, gas lanterns or any other item that operates with a fire.