



COUNTY OF LAKE WATER RESOURCES

255 N. Forbes Street
Lakeport, California 95453
Telephone (707)263-2344
Fax (707)263-1965
water.resources@lakecountyca.gov

Scott DeLeon
Public Works Director

COUNTY PROPERTY USAGE APPLICATION HIGHLAND SPRINGS PARK

For those individuals and organizations desiring to use county facilities for a certain event, the Water Resources Department requests the following:

1. Name Applicant/ Organization:

Two horizontal lines for name entry

2. Applicant's Address:

Two horizontal lines for address entry

3. Name/ Title of Individual representing the Applicant:

Phone Number: E-mail:

4. Area Desired: (Please be specific: i.e., will you require special areas such as picnic areas, horseshoe pits, barbecue pits, trails, etc.?)

Two horizontal lines for area desired entry

5. Date(s) of Event:

6. Time(s) desired: (From what time to what time?)

7. Please provide a complete explanation of event:

Three horizontal lines for event explanation

8. Will food and/or drinks be sold? Served Free? Yes No Free

9. Will alcohol be sold? Served Free? Yes No Free

10. Will you be charging admission or an entry fee to the event? Yes No

11. Are you a non-profit organization? Yes No

12. How many people do you anticipate will be involved in the event?

Participants _____ Observers _____

13. Please provide a complete, legible MAP of any event such as parade, race, walk-a-thon, bicycle event, etc. and attach. (If applicable)

Signed: _____
Applicant or Applicant's Representative

Date: _____

You will be notified as soon as possible as to whether or not your application has been approved.



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General Requirements for Use of County Property for Special Events Highland Springs Recreation Area

Application:

In order to conduct a special event as previously defined, application must be made with the Water Resources Department at least sixty (60) days prior to the event.

Special Event Defined:

Special events, include, but are not limited to, any organized or planned event taking place on County property. Whether it be a family group, individual person, publicly recognized organization, business, or other entity (profit or non-profit) advertise, invite or seed entrants to participate. If the total number of participants is less than 25, a permit is not required, unless alcohol is present, then a permit is **always** required.

Racing Events involving Trails:

Special events involving racing will not be permitted except under planned conditions. Races may be permitted if full trail closures specified for racing are given advance public notice and are monitored as required. Final approval for issuing permits for racing events rests solely with the Board of Supervisors. A racing event is any event wherein participants compete against each other, or are timed or where awards, prizes or points are issued.

Approving authority:

Except for racing events, the Water Resources Department and Risk Management are the final approving authorities for all applications and issuance of permits for special events at the Highland Springs Recreation Area.

Failure to Comply:

It is the responsibility of each applicant to adhere to all conditions described in the issued permit. Failure to comply will result in permit revocation and the applicant shall be ineligible for future permits.

Processing Permits and Appeal Rights:

Applications can be denied if adequate cause exists. Should an application be denied, special event organizers have the right to appeal directly to the County Board of Supervisors.

Insurance Requirements:

It is the responsibility of the special event organizer to provide the Lake County Watershed Protection District with a liability insurance policy, name the **Lake County Watershed Protection District as Additional Insured**, in the amount specified as follows:

- \$ 300,000: Youth events such as little league, Scouting, 4-H and similar youth organizations involving more than 25 participants.
- \$ 1,000,000: All other events involving groups of more than 25 persons and/or events with alcohol present.

Road Closures:

For any closures of County roads contact the Lake County Department of Public Works at (707)263-2341.



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INSURANCE CERTIFICATE INSTRUCTIONS

1. Insurance Certificates are to List the "County of Lake" and "Lake County Watershed Protection District", its officers, employees and agents as additional insured. Information block should look like what is below:

County of Lake and
Lake County Watershed Protection District
255 N. Forbes Street
Lakeport, CA 95451

Listing the Department (Water Resources, Public Works, Public Services, etc.) as the insured instead of the County of Lake and Lake County Watershed Protection District **will not be accepted.**

2. Minimum insurance amount for Public liability and property damage is \$1,000,000. In some cases where the County had determined the event is at a higher risk (i.e. -races, live concerts w/ alcohol, etc.), the county may require more. If more than the minimum liability coverage is required, the County will state what is required in the Insurance Agreement.
3. If alcohol is being sold or served at the event. The insurance certificate must have a liquor liability insurance rider on it.

If you have any questions regarding insurance requirements, please feel free to contact the department at 707-263-2344.



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INSTRUCTIONS FOR EVENTS THAT WILL BE SERVING/SELLING LIQUOR

Any event where liquor is being sold (whether non-profit or for profit) requires a liquor license from the Alcohol Beverage Control Board (ABC).

The ABC license must be signed by the Water Resources Director under “property owner, a business association member, organization president, or individual does not have the authority to sign these permits” when the event is being held on County roadways or right of way areas.

An insurance certificate naming the County of Lake as additional insured **and** a liquor liability insurance rider as required whenever alcohol is being served for free or sold at an event.

A copy of the completed permit needs to be provided to Water Resources prior to a property usage permit being issued.

If multiple organizations are selling alcohol, it is up to the permit applicant to insure that each organization is made aware of and complies with these rules, and provides a copy of each organization's liquor license and liability insurance.



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EXHIBIT 1

HOLD HARMLESS AGREEMENT

I, _____, as the authorized representative of _____, have requested permission to use Highland Springs Reservoir, between the hours of _____ and _____, on _____ / _____ / _____, for the purpose of holding an event. The event is called _____.

In consideration of the issued permit and to the fullest extent permitted by law, _____, and its members and participants, agree to indemnify and hold harmless the County of Lake, its officers, agents and employees against and from any and all liability claims, lawsuits, damages, losses, expenses and costs, brought for, or on account of, injuries to or death of any person or persons, including members of _____, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event.

Signature: _____ **Date:** _____ / _____ / _____



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EXHIBIT 2

INSURANCE AGREEMENT

_____, shall not use Highland Springs Reservoir, on _____ / _____ / _____, until all insurance required herein has been obtained and certificates of insurance have been submitted to the County of Lake, and said insurance has been approved by the County of Lake. The certificates of insurance shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced without at least ten (10) day's prior notice to the County of Lake. A certificate evidencing insurance shall be filed by _____ / _____ / _____.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

_____, shall procure and maintain Comprehensive General Liability insurance, acceptable to the Risk Management Department, which will cover the event and dates herein above described in an amount of not less than \$1,000,000.00 for injuries, including death, on account of one incident or occurrence, and Property Damage insurance also in the amount of \$1,000,000.00. _____, shall not hold the event until it has delivered to the County of Lake and "Additional Insured Endorsement" naming the County of Lake, its officers, employees and agents as additional insured under each of the aforementioned policies in this paragraph.

Signature: _____ Date: _____ / _____ / _____



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EXHIBIT 3

CLEAN UP AGREEMENT

_____ agrees to clean up the entire event area used and return it to its pre-existing condition within two (2) hours of the completion of the event. _____ also agrees to provide one (1) 3-yard trash bin per every 25+ people attending and/or participating in the _____ event.

Signature: _____ Date: _____ / _____ / _____



COUNTY OF LAKE
WATER RESOURCES DEPARTMENT

255 N. Forbes Street
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Fax (707) 263-1965

Scott De Leon
Water Resources Director

Marina Deligiannis
Deputy Water Resources Director

Supplemental Questions Covid-19 Protocols Property Usage Permits

Practicing social distancing and wearing face masks helps slow the spread of COVID-19 and protects others, especially our more vulnerable populations. Slowing the spread of COVID-19 also enables Lake County to move through California's Blueprint for a Safer Economy, which will help businesses and our community's economic recovery.

The Water Resources Department is working closely with Lake County's Public Health Department, to protect the health and promote the wellbeing of all County residents. As the managers of the Highland Springs Recreation Area we are closely watching the State tiered system. We understand as we progress moving to a less restrictive tier, there is hope for hosting special events and utilizing our property in a manner that is safe for all users of Highland Springs. To ensure public health safety, there must be a partnership between the different departments and community members.

This Supplemental Questionnaire will include all safety measures that must be followed in order to accommodate general everyday users of the Highland Springs Recreation Area, and conducting the regular maintenance of the park. The completed Supplemental Questionnaire is required during the submission of a Property Use Permit. The Questionnaire is used for all usage permits in the Highland Springs Recreation Area that will result in any of the following: increased traffic, garbage generation, bathroom use, water use, and all other park amenities utilization. A Highland Springs Property Usage Permit will not be accepted without a completed Supplemental Questionnaire.

Instructions

Complete all sections below. Where indicated, provide additional information in the space provided. If additional sheets are required, attach to this questionnaire. Please reference the section and section number on the additional sheet(s). If a section number is not applicable to the event, check "N/A".

COUNTY OF LAKE WATER RESOURCES DEPARTMENT
County of Lake Property Usage Permit

Permit Number: HS

Property Usage Permit Components:

Please check on of the following that best describes the proposed property usage. All aspects of the event should be indicated.

Property Usage	Check for Yes
Celebration	
Family Gatherings	
Fundraiser	
Tournament	
School/Educational Activities	
Guided Hike	
Vegetation Gathering/Identification Events	
Other	

General Information:

1. Will the event be more than 25 people total? If yes please provide a description of how you will limit the gathering of more than 25 people (for example pre-registration, designated time slots, staggered start times, tee off times, etc.). Keep in mind parking and other shared facility uses. No more than 25 people can congregate in a close proximity at any time.

Yes

No

2. Will this event take place in the Park Proper? If no please indicate where the general location of the event will take place (trails, horse staging areas, disc golf course, shooting range, etc.).

Yes

No

3. Will this event use any of the parks restrooms (permanent and/or portable facilities)?

Yes

No

4. Will this event follow social distancing guidelines?

Yes

No

5. Will this event provide appropriate P.P.E.?

Yes

No

General Guidelines

Visitors should be prepared to be as self-contained and self-sufficient as possible.

Examples:

- Arrive prepared with your own recreational equipment (sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible).
- Bring your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper.
- It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities.
- Visitors should bring plastic table cloths for picnic tables that can be disposed of or taken back home for washing.
- To ensure physical distancing can be maintained, visitors should set up their picnic areas to maximize distance from adjacent picnic sites that host people from different households.
- Visitors should be prepared to follow all rules and updated policies at the Highland Springs Recreation Area. These new rules and policies could include: Come to the park or facility prepared.
- Many programs, events, and facilities will be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival. For example, some outdoor recreation areas may not open immediately due to the time required for gates to be unlocked, sites to be serviced, and potential for crowding.
- Observe all cleaning protocols for self-service facilities and amenities before using them. Leave furniture, such as picnic tables and chairs, as they were found as Water Resources Staff or Highland Springs Park Caretakers may have appropriately spaced these items to encourage physical distancing.
- Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, at overlooks, and around other confining spaces.

Physical Distancing Guidelines

WARNING: physical distancing alone is insufficient to prevent transmission of COVID-19 and physical distances greater than six feet are recommended for high-exertion activities.

- Implement measures to ensure physical distancing of at least six feet between and among workers, visitors, and people from different households.
- Wherever possible, implement staggered shifts, vary arrival and departure, and stagger breaks in compliance with wage and hour regulations to avoid interaction or grouping among users.
- Avoid shaking hands, bumping fists or elbows, and other physical contact.

COVID-19 RESOURCES

- <http://health.co.lake.ca.us/Coronavirus.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>