

Contact: East Bay Regional Park District, Reservations Department, 2950 Peralta Oaks Court, Oakland, CA 94605
Reservations Supervisor: Tiffany Margulici, (510) 544-2540 phone, (510) 639-4757 fax, tmargulici@ebparks.org



Application Packet for "Summer Day Camp Permit"

Please read the enclosed application materials carefully as some of our policies and procedures have changed. As the applicant, it is your responsibility to know the EBRPD guidelines and requirements for your camp and to make sure the application is completed.

Both for-profit and non-profit day camps must have a permit in order to operate in the East Bay Regional Park District. Camps are considered to be "operating" in the East Bay Regional Park District when the park is the primary business location, i.e. kids are dropped off and picked up at the park. A permit is not required for occasional field trips that start or finish at the provider's facilities. However, please note that advanced notification is required for swim trips on summer weekdays. For swim information visit: <http://www.ebparks.org/activities/swimming>.

Step 1 – REVIEW GUIDELINES:

Review summer day camp guidelines at http://www.ebparks.org/activities/permits#day_camp or request a copy from the Reservations Supervisor.

Step 2 - APPLICATION REQUIREMENTS:

- Complete all fields on the application form
- Sign & date your application
- Attach camp flyer or short description of camp (past year's flyer is fine)
- Submit all pages of the application to Tiffany Margulici, Reservations Supervisor

Step 3 - SITE RESERVATIONS:

First priority for site reservations is given to day camps who submit their requests in writing by November 3, 2010. We review all requests and make our best effort to give each day camp as many of their first and second choices as possible. You will be notified of your site assignment within two weeks of the submission deadline. In order to be eligible for the day camp rates, you must meet ALL of the following criteria:

- Complete and sign this agreement
- Pay 10% of your reservation or \$250 (whichever is less) within 14 days of receiving your contracts
- Reserve your dates AND pay total fees before April 29, 2011.

Day camp reservations not paid by the due date are subject to cancellation and you will forfeit your eligibility for the day camp rates. The day camp rates are roughly half the price of our regular rates, so you are strongly encouraged to pay on-time.

Step 4 – PARK SUPERVISOR MEETING:

First-time applicants are required to arrange a face-to-face meeting with the appropriate Park Supervisor. The Park Supervisor, at their discretion, may also request a pre-summer meeting with returning applicants.

Step 5 – INSURANCE:

Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following two items are required and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

a. List as Certificate Holder:

East Bay Regional Park District,
Attn: Reservations Supervisor
P.O. Box 5381
Oakland, CA 94605-0381

b. Additional Insured Endorsement which contains the following language:

“The East Bay Regional Park District, its officers employees, and agents are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates). This insurance shall be the primary coverage for this event.”

Quarry Lakes Insurance: Events at Quarry Lakes Regional Park must also name “Alameda County Water District” as additional insured. Certificate holder address is: ACWD 43885 South Grimmer Boulevard, Fremont, California, 94538

Hayward Regional Shoreline Insurance: Events at Hayward Regional Shoreline must also name “Hayward Area Recreation and Park District” as additional insured. Certificate holder address is: 1099 “E” Street, Hayward, California, 94541.

Step 5 – FEES:

Permit Fee: \$50/summer (June through August*) Additional charges may include fees for picnic and campsites or other fees.

**The Special Use Permit fee applies to day camps or other fee-based programs September through May. Contact Reservations Supervisor to request an application packet.*

We accept Visa, MasterCard or check. For Visa/MasterCard: call Reservations at 1-888-EBPARKS (888-327-2757, option 2). For checks, write your contract number and mail to the Reservations Department. Balance of all fees is due at least 30 days prior to the first day of camp.

Step 6 – PERMIT:

A final copy of the permit will be issued for your signature when we have received the completed application and supporting documentation, all fees are paid, and adequate proof of insurance provided. Return the signed permit to the Reservations Department; the Reservations Supervisor will sign the permit and send you a countersigned copy.

Summer Day Camp Permit Application

You **MUST** do all of the following or your application will not be approved:

- Attach camp flyer or short description of camp (previous year flyer is fine)
- Print, sign and date application (for multiple parks, please submit only one application)
- Submit all pages to Tiffany Margulici, Reservations Supervisor, (510) 544-2540, tmargulici@ebparks.org

Organization Name: _____

Camp Name: _____

Is the Organization a:

- Tax-exempt non-profit 501.3(c) - ID# _____
- Public Agency
- Private Business

Contact Person: _____ Title: _____ Phone Work: _____

Phone Cell: () _____ Fax: () _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Alternate Contact: _____ Title: _____ Phone Work: _____

Phone Cell: () _____ Fax: () _____ Email: _____

Beginning and end dates of day camp: _____

How many days per week are you in the EBRPD?: _____

Maximum attendance including staff: _____

Parks to be visited: _____

Other notes or requests: _____

INDEMNIFICATION: In consideration of applying for a Summer Day Camp Permit, I, on behalf of myself and the sponsoring agency, agree to indemnify, hold harmless, defend and protect EBRPD, its officers, directors, agents, and employees (collectively "Indemnitees") from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including attorneys' fees), penalties, judgments, or obligations whatsoever for or in connection with illness or injury (including death) or damage to any person or the loss or damage of property to whomsoever belonging or pecuniary or monetary loss resulting from, arising out of, or in any way related to the training activities, excepting only such claims arising from the sole negligence or willful misconduct of EBRPD.

ACKNOWLEDGMENT: By signing below, I am acknowledging that I have read and understand the Day Camp Guidelines, that I am authorized to obtain this permit by the Organization listed above and to accept all of its terms. If this application is approved, all information within will become part of your final permit.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____