

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 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 Partisan? Yes No
3. Is the Organization a Political Action Committee? Yes No
4. Is the Organization in support or opposed to a candidate or ballot measure? Yes No
5. Is the Organization in monetary support of or opposed to a candidate or ballot measure? Yes No
6. Will a religious service be performed at this event? Yes No
7. Is the Organization performing a commercial or promotional capability at this event? Yes No

The information gathered from this questionnaire will be used in addition to the Special Use Permit application form. All information must be accurate. The Organization named in this questionnaire will be accountable for all information given.

Applicants Name: _____

Applicants Signature: _____

Email: _____ Phone Number: _____

This Section is for GSA Use Only

Reviewed by: _____

Date: _____

**County of Ventura
Special Event Cleaning Agreement**

I hereby request special permission to provide food and/or refreshments in support of a special event being held on County of Ventura property. I agree to pay for any and all extra cleaning that is required due to the food and/or refreshments consumed before, during and after the event. I understand the cost of the extra cleaning is based upon the services required. I hereby authorized GSA Special Services to charge the budget unit below for extra cleaning services provided. No food is allowed in the Boardroom or the Lower Plaza Assembly Room (LPAR).

Date of Event: _____

Title of Event: _____

Time of Event: From: _____ (am/pm) To: _____ (am/pm)

Location of Event: _____

Detailed description of special event or special use: _____

Contact Name: _____

Agency/Department: _____

Cell Phone #: _____ Office Phone #: _____

Email: _____

Budget Unit: _____ Activity: _____ Function: _____

Authorized Signature: _____ Date: _____
Printed Name

Authorized Signature: _____ Date: _____
Signature

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For GSA Use Only -

Approved By: _____ Date: _____

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 or can be obtained at <http://vcweb/gsa/spserv.htm>.

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 statues, 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. The right to speak is not equal at all times and in all places. The most "limited public forum" events are public hearings such as the Board of Supervisors and Planning Commission meetings and legal proceedings such as court trials and hearings. The manner of expression is scrutinized and must be compatible with the normal activity of these particular events and meetings. Failure to exhibit appropriate demeanor will result in immediate removal.
13. 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.

14. 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.

15. 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.

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