

# Midpeninsula Regional Open Space District

## Board Policy Manual

<b>Concessions Operating on District Lands</b>	<b>Policy 4.11</b> <b>Chapter 4 – Acquisition &amp; Management of District Lands</b>
Effective Date: 9/24/15	Revised Date: N/A
Prior Versions: Policies on Concessions on District Lands - 5/10/78	

### **Purpose**

The following policy is created and approved by the Board of Directors in order to [1] protect District lands, resources, and the visitor experience when considering requests for concessions to be operated on District lands, [2] provide staff with guidance about under what circumstances it is appropriate to grant a permit to a concessionaire, [3] ensure that requests by those seeking to provide a concession are treated in a fair and consistent manner by use of standard criteria and conditions, and [4] establish certain fees related to concessionaire permits.

**Definition:** Concessions are activities conducted by entities that impose a charge on participants or raise money from donations. The activity need not be a profit-making operation in order to be considered a concession. Long term facility rentals, grazing leases, events at the Driscoll Event Center, and other facility leases that are negotiated separately are not considered concessions for the purposes of this policy.

### **Policy**

Concession permits shall only be issued for activities that meet the criteria and conditions listed below:

#### **Concession Criteria and Conditions:**

[1] Concession permits shall only be issued for activities that are consistent with the District’s mission.

[2] Concession permits shall only be issued when the General Manager or his/her designee has determined that the activity will not unreasonably impact access to, and the quiet enjoyment of, District lands by other visitors.

[3] Concession permits shall only be issued when the General Manager or his/her designee has determined that there will not be excessive or irreparable damage to District lands or resources, and that wildlife will not be unduly impacted.

[4] Concessions that occur on District lands are subject to fees as established by the Board, including a per-event administrative fee, an hourly staffing fee related to the costs incurred by the District to properly prepare for and staff the activity. Organizations that have IRS 501(c)(3) status, government agencies, and accredited educational institutions, will receive an exemption from the

permit application fee. A refundable per event deposit will be required for all concessions permits.

[5] The General Manager is authorized, at his/her discretion, to co-sponsor an event that is particularly beneficial to the District or in furtherance of its mission. Such events shall have all fees waived, but a refundable deposit shall still be required.

[6] Implementation of this Board Policy shall be in accordance with criteria and guidelines set forth in greater detail in an Administrative Policy developed by the General Manager.