

Special Event Trail Policy

Jedediah Smith Memorial Bike Trail and Equestrian/Running Trail along the American River Parkway

The Department of Regional Parks provides regional park and recreation facilities, programs and services for persons residing in and visiting Sacramento County. One of the missions for Regional Parks is to provide special event opportunities to help residents and visitors become aware of, use and appreciate Sacramento County's Regional Park system. The purpose of this Policy is to guide staff with coordinating a broad spectrum of special events held on the Jedediah Smith Memorial Bike Trail and along the American River Parkway that are efficiently managed, wholesome, affordable, accessible, and safe.

POLICY OBJECTIVES

- Allow Regional Parks and sponsors to have successful trail events that are in compliance with the American River Parkway Plan.
- Define the types of events that are permitted on the trails.
- Provide guidelines for events on the trails.
- Establish criteria to determine which special events can be permitted to use the trails.
- Define which events require to have a closed trail.
- Outline a fee structure that allows Regional Parks to offset costs to 1) permit and support the events; and 2) maintain the park, trail and trail amenities before and after events.

AMERICAN RIVER PARKWAY PLAN

The American River Parkway Plan (ARPP) allows certain types of recreational and competitive special events, limited in number, to take place annually on the Jedediah Smith Memorial Bike Trail. ARPP stipulates the following:

- 5.30** Any medium or large group activity conducted on any designated pedestrian trail, equestrian/hiking trail, or bicycle trail shall be coordinated with the Parkway Manager, to minimize the impacts on other Parkway users.
- 5.31** Competitive group activities may be permitted on the bicycle trail and shall be limited to:
- a. Fundraising by non-profit or charitable organizations with public and civic interested; or
 - b. Competitive recreation for which no event entry fee is charged.
- 5.32** Competitive events on the bicycle trail shall not exceed one event per month.
- 5.33** Large special events may be permitted at Discovery Park on a periodic basis so long as natural resources are not degraded.
- 5.34** Small special events may be permitted in the Ancil Hoffman, River Bend Park, William B. Pond and Effie Yeaw Nature Center areas where events can be accommodated by existing facilities, so long as natural resources are not degraded.

Competitive Event Definition

1. Any event that requires closure of the bike trail or meets all of the following criteria
 - 1) Speed is a determining factor and
 - 2) The event starts on the American River Parkway and
 - 3) 50% of the registered distance for any race category is located on the bike trail.

Types of Events Permitted

- Walking,
- Running,
- Jogging,
- Bicycling,
- Other activities that are not in conflict with the American River Parkway Plan.

Staff Review

Department staff, during review of the sponsor's application shall consider, but not be limited to, the following:

- Compliance with this policy.
- Impact on the American Parkway natural resources and other park users.
- Extent of Departmental involvement required to facilitate the event.
- Past history of the sponsor in conducting special events on the American River Parkway.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

Application Process & Deadlines

- Sponsors may submit applications beginning September 1st for events taking place in the coming year.
- Applications received before September 15th shall be given priority by department staff according the categories and ranking listed below.

Priority Group 1:	Sacramento County Regional Parks
Priority Group 2:	An American River Parkway non-profit, partner, or project
Priority Group 3:	Non-profit that benefits residents or programs in Sacramento County
Priority Group 4:	Non-profit who supports programs out of Sacramento County or any other qualified groups in Attachment A

- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event. Staff shall review and approve the application only if the quota of events for the year has not been filled.
- For Training Events, only one application is required for a training group with a list of all projected dates for the year. Only one application fee will apply to training events. (See fee schedule)

Typical Conditions

If a special event application is approved, a special event permit will be issued to the sponsor. This permit will outline specific requirements of the sponsor in order for the event to proceed. Below is a list of typical event conditions. Additional conditions may be required based upon the characteristics of the event, including size, location and nature.

- Trail events shall NOT occur on Holidays or Holiday weekends.
- Trail events shall NOT exceed the capacity of the park, as determined by Regional Parks' staff.
- The sponsor shall reimburse County department(s), upon request, for expenses incurred as a result of providing extra services for the event.
- The sponsor shall obtain, and present to the Department, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
- The sponsor shall fulfill all County insurance requirements.
- The sponsor shall estimate on the application the number of participants that will take part in the event and shall not allow the number of participants to exceed that estimate.
- County of Sacramento prohibits discrimination on the basis of race, color, national origin, age or disability for programs or activities offered within County facilities.
- Closed Trail Events shall not exceed one event per month, or ten (10) events per calendar year. Closed Trail Events are not scheduled in June, July and August however, the Department is authorized to issue one Closed Trail permit during the month of July to Eppie's Great Race.
- Closed Trail Events shall not occur on the bike trail before 6:00 a.m. or after 12:00 noon.
- The sponsor shall comply with the Department's requirements to publicize the closure of the bike trail in advance of the event.
- The prime sponsor or organization benefiting from the special event shall not be eligible to conduct more than one closed trail event in a calendar year unless the event directly benefits the American River Parkway.

OPEN TRAIL EVENTS

Open Trail events are events that occur one time, generally have less than 500 people, and the nature of the event does not impact the normal flow of traffic on the bike trail. Fees are established on a per person basis. A pledge running event would be an example of an Open Trail event.

Fees

- A special event application fee will be charged.
- A per-person park use fee will be charged based upon estimated attendance.
- 75% of the park use fees, based upon estimated attendance, will be due to Parks two weeks prior to event. Within five days after the event, the sponsor shall submit to Parks an event roster and the balance due for park use fees based upon actual attendance.
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants or organizer may set up post payment parking.

Additional Conditions

To minimize impacts to other trail users, events must have a staggered start time releasing participants in small groups to begin event; use additional trails or levee located in the American River Parkway; or provide another method of beginning the event, acceptable to the Department, which will minimize participant congestion on the trail.

TRAIL TRAINING EVENTS

Training Events are organized events by a for profit business for a group of people with a specific goal and meeting time or place. Participants must be encouraged to purchase an annual pass which can be arranged with the American River Parkway Foundation. Training Events shall not be competitive. Fees are established on a per occurrence basis.

Size of Events

- Training events shall not exceed 100 participants per occurrence along the bike trail.
- If the trail training event has more than 100 participants, the group will be limited to using the levee trail or the equestrian running trail.
- Training events shall not exceed 300 participants per occurrence.

Fees

- A special event application fee will be charged.
- Only one application is required per training group with a list of all projected training dates.
- A permit fee based upon the number of event occurrences will be charged.
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants; participants must be encouraged to purchase an annual parking pass in all training materials, website, etc.

Additional Conditions

To minimize impacts to other trail users, events must have a staggered start time releasing participants in small groups to begin trainings; or use additional trails or levee located in the American River Parkway; or provide another method of beginning the event, acceptable to the Department, which will minimize participant congestion on the trail.

CLOSED TRAIL EVENTS

Closed Trail events are events that occur one time, generally have more than 500 people, and the nature of the event impacts the normal flow of traffic on the bike trail. Fees are established on a flat rate basis.

Fees

- A special event application fee will be charged.
- 100% of the park use fees are due to the department two weeks prior to the event
- Regional Parks' Standard Vehicle Entry Fee must be paid by participants or organizer may set up post payment parking.

Additional Conditions

- Closed Trail Events shall not exceed one event per month, or ten (10) events per calendar year. Closed Trail Events are not scheduled in June, July and August however, the Department is authorized to issue one Closed Trail permit during the month of July to Eppie's Great Race.
- Closed Trail Events shall not occur on the bike trail before 6:00 a.m. or after 12:00 noon.
- The sponsor shall comply with the Department's requirements to publicize the closure of the bike trail in advance of the event.
- The prime sponsor or organization benefiting from the special event shall not be eligible to conduct more than one closed trail event in a calendar year unless the event directly benefits the American River Parkway (Priority Group 1 & 2).

Definition of Qualified Groups

- 1.) Sacramento County Regional Parks organized and operated exclusively for pleasure, recreation and other, no part of the net earnings, which ensures to the benefit of any individual;
- 2.) An American River Parkway non-profit, partner or project organized and operated exclusively for pleasure, recreation and other non-profit purposes, no part of the net earnings, which ensures to the benefit of any individual;
- 3.) A non-profit that benefits residents or programs in Sacramento County; and its net earnings are devoted exclusively to charitable, educational or recreational purposes, no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any candidate for office;
- 4.) A non-profit that benefits residents or programs outside of Sacramento County; and its net earnings are devoted exclusively to charitable, educational or recreational purposes, no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any candidate for office;
- 5.) A fraternal society, order or association operating under the lodge system, the net earnings of which are devoted exclusively to religious, charitable, scientific, literary, educational and fraternal purposes and, which may or may not provide for the payment of life, sick, accident or other benefits and was created or organized under the laws of the United States or any state or territory.
- 6.) A corporation organized for the exclusive purpose of holding title to property, collecting income there from and turning over the entire amount thereof, less expenses, to an organization which is exempt from taxes imposed on or measured by income under Internal Revenue Code Section 501 (c) (3) or by a provision of the Franchise Tax Board;

Safety Requirements for All Trail Events

Bike Riders

Pass on the left - Be sure that when you are passing someone, stay on their left side and move to the right after you have passed them. Call out "passing on your left" so you don't startle the person you are passing.

Pull completely off the trail if you need to stop - By pulling off the trail, you are less likely to get hit by bike trail traffic and cause an accident.

Wear a helmet - It's required for children under 18 years of age and it's a good idea for adults as well.

Obey all traffic signs - Be sure to yield to traffic signs and follow any detour signs. Make sure you watch for car traffic, particularly where it crosses the bike trail.

Pay attention when you ride - Don't wear headphones and make sure you keep your eyes on the road to look for potential hazards. Stay in your lane.

Ride in single file - Even if you are in a group, riding single-file helps keep the trail clear of congestion and reduces the chances of an accident.

The speed limit is 15 mph - The trail is not designed for extreme biking and too much speed can be a hazard to you and those around you.

Stay on the paved trail – Bicycles must stay on designated trails per the ARPP.

The trail is best used by experienced riders - While there is no age limit for bike riders, the bike trail is probably not the best place for someone to learn how to ride a bike. Children and adults who visit the trail should know how to ride.

Riding in the dark - When riding in the dark, bicyclists are required to wear a forward-facing white light that is bright enough to be visible from 300 feet in front and from the sides of the bicycle.

Pedestrians

Use the left shoulder when it is accessible to you - Joggers and walkers should stay on the dirt shoulder off the pavement to minimize the chance of an accident.

Stay single file - This reduces the chance of people straying onto the paved trail and potentially being involved in an accident. If you want to walk with a group of people, it is recommended that you either walk along the levee or move away from the bike trail.

Keep your dog on a short leash - Dogs are not allowed to be off-leash within the American River Parkway. Keep them completely off the pavement and on a leash that is no more than six feet in

length. Dogs are required to remain at least 15 feet away from any trail along the American River Parkway per County ordinance..

Other Parkway Traffic

Equestrians - Horses are only allowed on the horse trails. Be sure to let people know when it is safe to pass your horse when you encounter others. It is recommended that equestrians wear helmets and only use the trails during the day to avoid potential hazards or obstacles that may be hidden from view in the dark.

Skaters - Both roller skating and rollerblading are permitted on the trail, and all skaters must obey the same rules as bicyclists. Skateboards are **not** permitted on the Parkway.

No motorized traffic - No motorized traffic is permitted on the trail.

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