DEPARTMENT OF BEACHES & HARBORS
BEACH AND HARBOR USE LICENSE POLICY

1.0 INTRODUCTION/PURPOSE

1.1 The purpose of this policy is to regulate use of Department of Beaches and Harbors' (Department) operated beach and Marina del Rey properties and facilities through the issuance of Use Licenses to ensure maximum public safety and enjoyment; effectively schedule and manage limited resources; balance competing interests; and generate revenue to help offset beach operating costs. The policy also provides guidelines to assist the public in interpreting and implementing the Use License policy.

1.2 California Government Code Section 25537(c) authorizes the Board of Supervisors to delegate authority to the Department Director to license use of its beach and Marina properties, which, if licensed for less than ten years in duration and not exceeding a maximum monthly amount established by ordinance, may be excluded from a bidding procedure requiring the highest proposal to be accepted. The terms "permit" and "permittee", which have been utilized in the County for over 25 years, may be used interchangeably with "license" and "licensee" in this policy.

1.3 The Department has identified four categories of Use Licenses: Co-Sponsored; Community Service; Events (Basic and Basic Plus); and Recreational Camp and Physical Fitness Training.

1.4 This policy provides guidelines for requesting the use of Department properties, facilities and personnel, as well as the fee structures, insurance requirements, and procedures for each license category.

1.5 The Department Director has the authority to make non-material changes to this policy.

2.0 POLICY and PROCEDURES

2.1 The policy is a mechanism by which the public can request and schedule an event or activity on Department property and in Department facilities. All Use Licenese are non-transferable, and with respect to Recreational Camp Use Licenses, only operators identified on the license as the licensee may conduct the activities. Recreational camp licensees are not authorized to enter into agreements with non-identified camp operators to perform this service for them.

2.2 But for Recreational Camp and Physical Fitness Training Use Licenses for activities conducted during the months of June through September, applications must be submitted no earlier than 90 days and no later than 15

days before the scheduled event or activity. All pertinent fees, liability insurance, and all required documents and permits from other agencies, e.g., Department of Public Works' Building and Safety Division, Fire Marshal, cities and Coastal Commission, also must be submitted no later than 15 days before the scheduled event or activity.

2.3 Fees and Charges – The license application must be submitted along with the prevailing administrative license fee before a date will be reserved for any event or activity on Department property or in Department facilities. Additional fees and charges will be due both prior and subsequent to the event as follows (see Attachment A for current rates):

2.3.1 All Licenses will require liability insurance and may require additional service fees, as needed, e.g., maintenance, lifeguard, parking attendant, and equipment cost reimbursement, and a security deposit.

2.3.2 Co-Sponsored and Community Service License are exempt from paying the prevailing administrative fee, but all other fees and charges apply, when applicable.

2.3.3 Event Licenses will also require the prevailing percentage fee of estimated gross receipts in advance of the event if paid services or goods are utilized in connection with the event, participant fees are collected, sponsorships are secured, and/or other types of revenue are generated by the licensee.

2.3.4 Summer Recreational Camp and Physical Fitness Training Use Licenses must pay the prevailing administrative license fee, the agreed upon annual location fee, and the prevailing percentage fee of gross receipts. Off-Season Recreational Camps and Physical Fitness Training Use Licenses must pay the prevailing administrative license fee and the prevailing percentage fee of gross receipts. Day Camp Use Licenses issued for reoccurring single day use, i.e., no more than one scheduled outing/field trip in a consecutive five-day period Monday through Friday during the summer and a consecutive seven-day period Monday through Sunday during the winter, will pay the prevailing administrative license fee plus the prevailing Day Use fee for each licensed outing/field trip.

2.3.5 Because the percentage gross receipts fee identified in 2.3.3 and 2.3.4 will only have been paid in advance based upon an estimate of gross receipts, additional payment based upon actual gross receipts must be paid in full within 30 calendar days following the licensed event and must be submitted with a statement itemizing all goods and services paid for related to Event Licenses or a

statement of all charges assessed of participants, including additional charges paid for individual private swimming, surfing or other instruction by participants otherwise enrolled in a recreational camp or physical fitness training program, for Recreational Camp and Physical Fitness Training Use Licenses; all income for the event/activity; the number of participants and entry fees, if any; and the name of any sponsor(s) and terms of sponsorship (provide sponsorship agreement, if one was executed). If the required supplemental information is not submitted and the gross receipts are not paid in full within 30 calendar days following the licensee's event/activity, the outstanding account will be sent to the County Treasurer and Tax Collector for collections. Additionally, future licenses will not be issued to the licensee until all outstanding amounts and collection costs have been paid.

2.3.6 Summer recreational camp and physical fitness training licensees will be required to pay the percentage gross receipts fee as follows:

2.3.6.1 25% of estimated gross receipts will be due before the Use License will be issued;

2.3.6.2 25% of estimated gross receipts will be due no later than ten business days after the commencement of the camp or fitness training activity;

2.3.6.3 50% of the actual gross receipts will be due no later than ten business days after the last day of the camp or fitness training activity; and

2.3.6.4 Additional payment based upon actual gross receipts must be paid in full within 30 calendar days following the licensed event.

2.4 Sale and/or Consumption of Alcoholic Beverages – License applications indicating the sale and/or consumption of alcoholic beverages require the completion of Beach and Harbor Use License - Addendum B, including payment of the prevailing Alcohol License fee, additional host liquor liability insurance, and the prevailing percentage fee of gross receipts set by the Director. Alcohol will not be approved until all Alcohol License conditions have been met.

2.4.1 Only catered events will be considered for an Alcohol License. Permittee must provide proof of an off-site liquor license from the California Department of Alcoholic Beverage Control (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws.

2.4.2 The area agreed upon by the Department and the licensee where the sale and/or consumption of alcoholic beverages are to take place must be roped off and limited to the participants in the event who may legally consume such beverages. No alcoholic beverages are to be consumed and/or sold outside of the designated (licensed) drinking area. Alcohol must be served in containers 12 oz. or less. The serving of alcoholic beverages must cease one hour prior to event conclusion.

2.4.3 Event participants consuming alcohol will not engage in water activity.

2.4.4 The licensee, at its own expense, will provide one uniformed security guard for every 50 people of drinking age. Licensee must furnish the contact name and number of the security company hired.

2.5 Cancellations/Refunds – Applications will be denied and the entire administrative permit fee will be forfeited if all paperwork and fees have not been received 15 days prior to the scheduled event or activity. If cancelled 15 days prior to the scheduled event or activity, 50% of the paid administrative permit fee will be refunded. Summer Recreational Camps and Physical Fitness Training Activity License applicants who are unsuccessful in the selection process and are not awarded a license location will receive a refund of 50% of the paid administrative permit fee.

2.6 Insurance and Participant Release – All licensees shall provide and maintain during the term of the license, at their own expense, comprehensive general liability insurance and, as necessary, additional host liquor liability insurance if alcohol is to be sold or consumed, naming Los Angeles County as additional insured with combined single limit coverage satisfactory to the County's Risk Manager. The insurance shall be provided to the Department at least 15 days prior to the event. Licensee shall require recreational and athletic event participants to execute a document approved by the Department, which provides for participants' assumption of all personal risk of physical injury and holds harmless the County. (See Attachment A for current insurance requirements.)

2.7 Parking Fees – All licensees/participants are required to pay parking fees at the posted parking lot rates. Community service participants may have their parking fee reduced by the Department Director to one-half of the posted parking lot rates.

3.0 CO-SPONSORED LICENSES

3.1 Policy – Certain programs that are open and free to the public may be conducted by the Department in conjunction with other County departments, local entities, and/or various community groups. Co-

sponsorship shall be for the purpose of cooperative planning and conducting programs and activities of mutual interest.

3.2 Definition – Activities where the Department and an outside organization cooperatively plan and conduct a program open and free to the public that is consistent with the Department's goals and objectives, e.g., International Surf Festival and the Marina del Rey Holiday Boat Parade. The Department typically provides the necessary facilities and cleanup, while liability insurance, event promotion, event supervision and security, and extraordinary expenses are provided by the co-sponsoring organization. Fees and charges will only be assessed to the public to help defray operating expenses and to provide equipment and supplies related to the event.

4.0 COMMUNITY SERVICE LICENSES

4.1 Policy – These programs involve activities that are recognized as needed community services, e.g., coastal cleanup, public school field trips and Cesar Chavez service week. These programs are totally the responsibility of the organization conducting the activity, which must adhere to all Department rules and regulations.

4.2 Definition – Community Service agencies or organizations are those generally engaged in providing services to benefit the community at large.

5.0 EVENT LICENSES

5.1 Policy – Event Licenses are required for all events conducted on Department operated beach and Marina del Rey property or in Department facilities that are neither co-sponsored with the Department nor Community Service.

5.2 Definition – Events are all non-construction related activities conducted by other agencies, organizations or individuals outside of the Department, using Department facilities or areas. These activities are totally the responsibility of the organization conducting the event, which must adhere to all Department rules and regulations.

5.2.1 Basic Events – Basic events are those activities conducted by the licensee without payment to third parties for services or goods utilized in connection with the event, collection of participant fees, sponsorships, items for sale to attendees, and/or other types of revenue generated by the licensee.

5.2.2 Basic Plus Events – Basic Plus events are those activities for which the licensee uses the services of a paid third party to assist in the production of the event or provide goods or services utilized at the

event (e.g., caterers or rentals), items are sold to the attendees and/or if there is a participant fee or paid sponsorship(s), as well as other types of revenue generated by the licensee. Record-keeping acceptable to the County will be required, with records available for audit for a period of five years after the event at the request of the County.

5.3 Charges for County Services – The actual amount of charges will differ, based upon the County services required. An advance deposit for any County-provided services will be required as estimated by the Department, e.g., lifeguard, maintenance, parking attendant and/or equipment costs. A cost accounting for these additional services will be forwarded to licensee within 15 business days after the event. If the deposit is in excess of the cost of the additional services, the licensee will be refunded the difference.

6.0 RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING LICENSES

6.1 Policy – Because of the popularity and proliferation of recreational camps and physical fitness training programs at Department operated beach and Marina del Rey properties and facilities, as well as the competing demand for specific locations, this type of license is designed to recognize limited resources and provide the necessary safeguards to assure participant and others' safety at Department areas and facilities when recreational camp and physical fitness training activities are being conducted. These activities are totally the responsibility of the operator, which must adhere to Department minimum safety requirements, rules and regulations, attached as Attachments B and C. Licensing procedures for organized camp and training activities during the summer season are set forth in Attachment D.

6.2 Definition – Activities that are conducted by outside operators on Department operated beach and Marina del Rey properties and include various types of activities that have participant fees, e.g., surf camps or lessons, summer beach camps, volleyball camps, boot camps, and physical fitness training activities. This new category was developed due to an increase in requests for recreational camp and physical fitness training Use Licenses. Only operators identified on the license as the licensee may conduct the activities, with all personnel serving as employees of the operator. Additionally, no other activity may be conducted by the operators in connection with this License, but rather additional licenses and/or permits must be secured for all additional services, i.e., a separate Event License would need to be secured for a birthday party at the beach or individual private swimming, surfing or other instruction to campers otherwise enrolled in a summer recreational camp program.

6.2.1 Summer Recreational Camps and Physical Fitness Training Activities – These activities take place during the months of June

through September and are comprised of organized recreational camps and physical fitness training activities that are scheduled on a reoccurring basis, two or more days in a consecutive five-day period Monday through Friday .

6.2.2 Off-Season Recreational Camps and Physical Fitness Training Activities – These activities take place during the months of October through May and are comprised of organized recreational camps and physical fitness training activities that are scheduled on a reoccurring basis, two or more days in a consecutive seven-day period Monday through Sunday.

6.2.3 Day Use Camp Activities – These activities take place year-round and are comprised of organized day camps that have outings or field trips scheduled on a reoccurring basis, no more than one day in a consecutive five-day period Monday through Friday during the summer and a consecutive seven-day period Monday through Sunday during the winter.

Day Use Camps need not meet all requirements of Recreational Camps but shall maintain the Recreational Camp instructor/camper ratios and have at least one CPR/First Aid certified counselor; operate within lifeguard tower operational hours and check in with lifeguards prior to establishing their camp site, providing the lifeguards with an on-site contact cell phone number; have a safety plan and standard Red Cross first aid supplies; and possess assumption of risk documents holding the County harmless for all participants and medical waivers for all minors.

DEPARTMENT OF BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE POLICY

Attachment A

SUMMARY OF FEES AND INSURANCE REQUIRED BY TYPE OF EVENT OR ACTIVITY

Type of Event/Activity	Use License Fees and Charges	Extra Services Charged*	Parking Fees	Liability Policy	Participant's Release
Co-sponsored/ Community Service	0	Yes	As posted at lot or 50% of posted lot rate (Director approval required)	Yes	Yes
Event	$200 + 15% of gross receipts	Yes	As posted at lot	Yes	Yes
Camps/Training (Summer)	$200 + County-accepted annual amount for location and 15% of gross receipts	Yes	As posted at lot	Yes	Yes
Camps/Training (Off-Season)	$200 + 15% of gross receipts	Yes	As posted at lot	Yes	Yes
Day Camps (Outing/Field Trip)	$200 + $100 for each licensed outing or field trip	Yes	As posted at lot	Yes	Yes
Alcohol	$150 + 15% of sales	Yes	As posted at lot	Yes	Yes

*All rental permits will be charged extra fees for lifeguard, maintenance, parking personnel and equipment for requested and/or required services.

INSURANCE

Limits	Additional Requirements	Rating	Alcohol Requirements
One Million General Liability Two Million Aggregate Name the County of Los Angeles as an Additional Insured County of Los Angeles must be the certificate holder	Additional Insured Endorsement (AI) or blank page from policy May also be required: Workers' Compensation and Employer's Liability Insurance or qualified self-insurance + Employer's Liability One Million per accident Automobile Liability Insurance Coverage limit of not less than One Million for bodily injury and property damage	The County of Los Angeles will not accept a rating lower than a B+	One Million General Liability One Million Host Liquor Liability

DEADLINES

Use License Application	Application must be submitted no earlier than 90 days and no later than 15 days before event or activity, but for Recreational Camp/Physical Fitness Training licenses issued for the summer months of June - September, for which applications will be due during a time period designated by the Department. Use Licenses are non-transferable and must include pertinent fees and all relative permits from other agencies, e.g., Public Works' Building and Safety Division, Fire Marshal, cities and Coastal Commission. Only the operator identified on the Use License as the licensee may conduct any activities.
Use License Cancellation	Use License will be cancelled and entire license fee will be forfeited if all paperwork and fees have not been received 15 days prior to event. If cancelled 15 days prior to event, 50% of the Use License fee will be refunded.
Insurance and Participant Release	Licensee shall provide and maintain during the term of the license, at its own expense, comprehensive general liability insurance with combined single limit coverage as outlined above. The insurance shall be provided to the Department no later than 15 days prior to the event or activity. Licensee shall require participants to execute a document approved by the Department, which provides for participants' assumption of all personal risk of physical injury and to hold harmless the County. The County is to be given written notice at least 30 days in advance of any modification or termination of policy of insurance.

RECREATIONAL CAMP MINIMUM SAFETY AND OPERATING REQUIREMENTS

* The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".

GUIDELINES	BEACH CAMPS	SURF CAMPS
Safety Standard (Camper to Instructor ratio)	Ten to one on sand; seven to one in water	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.
Eligible Lifeguard Towers	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.
Maximum Number of Campers	100, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards	50, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards
Training level of Lead Instructor and of All Instructors in the Water	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Minimum 10 years' surfing experience and competent swimming ability (500 meters) to qualify as surfing Instructor. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)
Employee Screening	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.
Communications	On-site registered cell phone with programmed LACO Lifeguard phone number	On-site registered cell phone with programmed LACO Lifeguard phone number
Plan Approvals	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.
Waivers and Insurance	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.
Safety/Rescue Equipment and First Aid Supplies	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.
Uniforms (if possible, ALL Surf Instructors from ALL Camps should wear the same colored rash guard)	Brightly colored rash guards preferred for camper when surfing - not red or orange in color. Counselors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side	Brightly colored rash guards for camper when surfing - not red or orange in color. Instructors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side
Check in with Lifeguards	Mandatory before establishing Camp site/water entry	Mandatory before establishing Camp site/water entry
Meeting with Area Captain	Mandatory prior to program	Mandatory prior to program

RECREATIONAL (BEACH/SURF) CAMP RULES AND REGULATIONS

In addition to the requirements on Attachment B, the following additional Rules and Regulations apply for Recreational (Beach/Surf) Camps:

- Each Camp Director must be reachable by phone during camp hours. Each camp's cell phone must be available on the beach at all times during operational hours and monitored on a regular basis for calls and voice mails, with the phone number having been previously registered at the respective Lifeguard Headquarters and with Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the beach cell phone.

- All Camp Directors and Lead Instructors must meet with the Lifeguard Area Captains prior to the start of their respective summer operation (emergency vehicle access around/through camp site, bike path crossings, black ball, e.g.). Camp Directors must have previously secured approval of their parking and drop-off/pick-up plans from Beaches and Harbors' Parking Operations Section.

- All Camps offering surfing as part of their curriculum must ensure usage of required surf leashes at all times.

- All Camps must have for all participants under the age of 18 a medical waiver signed by their parents or legal guardians, which can be immediately faxed or scanned in and e-mailed, with emergency information included. There must also be an assumption of risk document holding the County harmless for each participant.

- Camp operators shall notify the Lifeguard Captain on duty, as soon as feasible, of any accident or injury occurring in the operation of their camps, regardless of severity. All rescues and medical aids involving campers, counselors, or other personnel must be documented on company incident slips.

- Lifeguards will have the authority and discretion to relocate a camp location due to hazardous beach or surf conditions.

- The Lifeguard Division will establish a complaint file at respective Lifeguard Headquarters to document repeat violators.

***The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".**

PROCEDURE FOR SELECTION OF SUMMER SEASON RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING LICENSEES ON PROPERTIES OF THE LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS

Introduction

Because beaches owned or operated by the Department of Beaches and Harbors (Department) and the public areas of Marina del Rey are locations in high demand for recreational camp and physical fitness training programs, an open and competitive selection process to select the most desirable operators, whether private individuals, entities, or non-profit organizations, to provide these programs during the summer season in these high profile and high use locations is warranted. California Government Code Section 25537(c) authorizes the Board of Supervisors to delegate authority to the Department Director to license use of its beach and Marina properties, which, if licensed for less than ten years in duration and not exceeding a maximum monthly amount established by ordinance, may be excluded from a bidding procedure requiring the highest proposal to be accepted. The terms "permit" and "permittee", which have been utilized in the County for over 25 years, as well as "operator", may be used interchangeably with "license" and "licensee" in this procedure.

Operating a recreational camp or physical fitness training program on Department property should not be to the detriment of the use by the public or overtax the area and its facilities. As such, operators conducting recreational camp and physical fitness training programs during the months of June through September (Summer), which are the months when the beaches are in high demand by the public, will be selected pursuant to the new Use License selection procedure. Operations should have a neutral impact on the environment and no adverse effects on the Department's assets or beach operations. The number of appropriate Use License activities will be balanced with other public space demands regardless of whether a particular activity has occurred at the location in the past, the outcome of which may be that the activity is approved, redirected to another more suitable location, scaled down or not licensed at all. Use Licenses issued will designate the licensed activity, the licensed number of participants and the designated location boundaries.

All operators will be expected to comply with all rules, regulations, policies, procedures and ordinances, including the Department minimum safety requirements, rules and regulations attached to the Beach and Harbor Use License Policy as Attachments B and C. All operators will be expected to operate responsibly and safely. At the end of each Use License term, a new selection process will occur.

Existing Use License holders do not hold exclusive or ongoing rights to conduct their activities on Department property where they have traditionally been licensed. Current Use License holders and camp operators that are not in good standing with the County, i.e., those that owe fees to the County, will not be considered for future Use Licenses.

Award of these recreational camp and physical fitness training Use Licenses will not result in exclusive use by the licensees of the locations on which they are licensed to conduct their activities. Temporary licenses that will not, in the Department's opinion, interfere with the programs offered by other licensees will be issued as the Department deems acceptable.

Selection Criteria

Evaluation of summer recreational camp and physical fitness training Use Licenses applicants will be made on a point system. The application for a particular location that receives the highest number of points will be awarded the Use License.

Points will be assigned based upon:

1. The financial remuneration offered to the County, both the prevailing percentage of gross receipts fee set by the Director – 15% in 2012 – and the amount bid for the site location, will be assigned a weighting factor of 5%.

2. The financial capability of the applicant will be assigned a weighting factor of 10%. Applicants must exhibit the necessary financial responsibility and strength to successfully carry out their recreational camp or physical fitness training operations for the term of the multi-year license. Applicants must have the means to adequately staff the proposed recreational operation(s) and comply with all of the requirements of the license.

3. The professional experience of the applicant will be assigned a weighting factor of 25%. Applicants must show past experience successfully managing similar recreational camp or physical fitness training operations and provide the credentials, experience and training of the applicant's staff. The minimum age for Lead Instructors and all Instructors in the water is 18 years of age. Applicants should also identify any professional experience they may have pursuant to license with the Department or other public agencies.

4. Operating plans will be assigned a weighting factor of 15%. Applicants must submit an operating plan for each desired site, which will be evaluated based on the overall reasonableness of the plan, the scope of the instruction to be provided, and the extent to which the plan complies with the requirements of the license. Operating plans should include all aspects of the applicant's proposed program, from drop-off to pick-up of participants.

5. Safety standards will be assigned a weighting factor of 30%. Applicants must submit an Emergency Response Plan which sufficiently demonstrates the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing its proposed recreational operation. Applicant's staff must also possess the necessary certifications and be responsible for ensuring that it complies with all of the safety requirements included in Attachments 2 and 3.

It should be noted that each applicant will be expected to meet the minimum safety requirements as provided by the Department and developed in conjunction with the Fire Department's Lifeguard Division. Applications that do not demonstrate the ability to meet the minimum safety requirements will not be considered.

6. Community service will be assigned a weighting factor of 10%. Applicants will need to demonstrate the amount of scholarships or reduced fees given to inner-city and/or low-income youth participants. Applicants will be evaluated based on the number of assisted youth and the amount of fees reduced or scholarships given.

7. Responsiveness will be assigned a weighting factor of 5%. Applicants must clearly address the elements of the license selection requirements through a thorough, well-written recreational camp or physical fitness training Use License proposal.

Submitting An Application

To submit an application for a summer recreational camp or physical fitness training Use License, the applicant will be required to submit the prevailing administrative license fee and an application for each location offered by the Department during a time period designated by the Department. Applicants are entitled to submit applications for as many locations as they desire, but a separate application and Use License fee must be submitted for each desired location and an applicant will only be awarded up to three licenses. In this regard, applicants should be reminded that only operators identified on the Use License as the licensee will be allowed to conduct the licensed program, and recreational camp licensees are not authorized to enter into agreements with non-identified camp operators to perform this service for them. Unsuccessful applicants will receive a refund of 50% of the prevailing administrative license fee upon completion of the license process.

The minimum bid amount for each location will be $100, and applications not accompanied by a location bid will not be considered. The accepted location fee amount will be paid on an annual basis during the term of the Use License.

Enough information should be provided in each application so that the Department can assess and evaluate the applicant's capabilities and desirability as a proposed Use License holder.

Applicants who are successful in the Use License selection process will be required to pay a portion of the estimated gross receipts identified in their respective applications before their new Use License will be issued. A payment schedule for all summer recreational camp and physical fitness training Use Licenses will apply as follows:

- 25% of estimated gross receipts will be due before the Use License will be issued;

- 25% of estimated gross receipts will be due no later than ten business days after the commencement of the licensed camp or fitness training activity;

- 50% of the actual gross receipts will be due no later than ten business days after the last day of the licensed camp or fitness training activity.

Because the first two percentage gross receipts fee amounts will have been based upon an estimate of gross receipts, additional payment based upon actual gross receipts must be paid in full within 30 calendar days following the licensed camp or fitness training activity and must be submitted with a statement of all charges assessed of participants, including additional charges paid for individual private swimming, surfing or other instruction by participants otherwise enrolled in a summer recreational camp or physical fitness training program; all income received; the number of participants and types and amounts of fees; and the name of any sponsor(s) and terms of sponsorship (provide sponsorship agreement, if one was executed).

Use Licenses will be revoked if gross receipts fees are not submitted according to the payment schedule listed above. Additionally, summer recreational camp and physical fitness training Use License holders who do not pay fees according to the payment schedule will not be considered for future Use Licenses.

Term

A three-year term, with a two-year option period, will be the maximum tenure that will be issued for summer recreational camps and physical fitness training Use Licenses. Consideration for public access and use will always take precedence over a Use License holder's use. Use Licenses do not grant exclusive use of an area by a license holder, and a license may be revoked if at any time an authorized representative of the County finds that the activities being conducted by the licensee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property or are not in compliance with license requirements.

License Compliance

The Department intends to utilize Code Enforcement Officers with citation powers to enforce Use License requirements. Unlicensed operators will also be cited and, if uncooperative, removed from the beach.

Additionally, the Department intends to audit records kept by each Use License operator to ensure total gross receipts are appropriately accounted for and the actual gross receipts payment is properly remitted to the Department. Audits may occur both during and after the dates of camps and training programs.

Attachments

Attachment 1 – License locations for summer recreational camps and physical fitness training programs are identified in Attachment 1.

Attachment 2 – Minimum safety and operating requirements for recreational camp and physical fitness training applicants are identified in Attachment 2, which is Attachment B to the Beach and Harbor Use License Policy.

Attachment 3 – Rules and regulations for operating recreational camps and physical fitness training programs on Department property are identified in Attachment 3, which is Attachment C to the Beach and Harbor Use License Policy.

Attachment 4 – Use License application form for proposed summer recreational camp and physical fitness training licensees is attached as Attachment 4.

BEACHES AND HARBORS
BEACH USE RENTAL PERMITS

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment 1
BEACH LOCATION	**AREA**	**TYPE OF CAMP**	**MAX # OF PARTICIPANTS**	**AVAILABLE HOURS**
Dockweiler	Hyperion Parking Lot	Day Camp	100	10am - 4pm
Dockweiler	T-40	Day Camp	100	10am - 4pm
Dockweiler	T-41	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Dockweiler	T-42	Day Camp	100	10am - 4pm
Dockweiler	T-49	Surf Lessons or Day Camp	100/50	7am - noon / 10am - 4pm
Dockweiler	T-52	Day Camp	100	10am - 4pm
Dockweiler	T-54	Day Camp	100	10am - 4pm
Dockweiler	T-58	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Dockweiler	T-5850	Day Camp	100	10am - 4pm
Malibu Surfrider	T-1	Surf Lessons	50	7am - noon
Malibu Surfrider	T-2	Day Camp	100	10am - 4pm
Malibu Surfrider	T-3	Surf Camp	50	7am - 3pm
Manhattan Beach	6th St.	Day Camp	100	10am - 4pm
Manhattan Beach	7th Street	Day Camp	100	10am - 4pm
Manhattan Beach	8th Street	Day Camp	100	7am - noon / 10am - 4pm
Manhattan Beach	14th Street	Day Camp	100	10am - 4pm
Manhattan Beach	26th Street	Surf Class	50	7am - noon
Manhattan Beach	40th Street	Surf Class	50	7am - noon
Manhattan Beach	42nd Street	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm
Manhattan Beach	45th Street	Surf Camp/Lessons	50	7am - noon
Manhattan Beach	Marine Street	Surf Lessons or Day Camp	100/50	7am - noon / 10am - 4pm
Manhattan Beach	Pier n/s	Volleyball or Boot Camp or Surf Camp	100/50	7am-8pm / 7am-noon

BEACHES AND HARBORS
BEACH USE RENTAL PERMITS

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment 1
Manhattan Beach	Pier s/s	Volleyball Camp/Clinic	100	7am - 8pm
Manhattan Beach	Rosecrans	Day Camp or Volleyball or Surf Lessons	100/100/50	10am-4pm / 7am-8pm/ 7am-noon
Marina Peninsula	Driftwood s/s	Physical Fitness	100	7am - 8pm
Mother's Beach	Marina Beach	Day Camp or Fitness or Canoe Class	100	7am - 8pm
Point Dume	PDC-2	Day Camp	100	10am - 4pm
Point Dume	PDC-3	Day Camp	100	10am - 4pm
Point Dume	PDC-4	Day Camp	100	10am - 4pm
Redondo Beach	Ainsworth Court	Day Camp	100	10am - 4pm
Redondo Beach	Avenue C n/s	Day Camp or Yoga Class	100	10am - 4pm / 7am - 8pm
Redondo Beach	Avenue C s/s	Volleyball	100	7am - 8pm
Redondo Beach	Ave E s/s	Day Camp	100	10am - 4pm
Redondo Beach	Avenue I	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm
Redondo Beach	Del Mar	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Redondo Beach	Knob Hill s/s	Surfing	50	7am - noon
Redondo Beach	Pier s/s	Day Camp or Fitness	100	7am - 8pm
Redondo Beach	Topaz	Day Camp	100	10am - 4pm
Topanga	Topanga 1	Surf Camp/Lessons	50	7am - noon
Torrance	Hollywood Riviera s/s	Day Camp	100	10am - 4pm
Torrance	Play Area	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Ramp	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Ramp/Torrance	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Rat	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Torrance n/s	Surfing	50	7am - noon

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment 1
Torrance	Torrance s/s	Surfing	50	7am - noon
Venice	Driftwood	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Navy n/s	Surf Lessons	50	7am - noon
Venice	Pier (n/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Pier (s/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Rose n/s	Surf Lessons	50	7am - noon
Venice	Rose s/s	Day Camp	100	10am - 4pm
Venice	Thornton	Fitness	100	7am - 8pm
Venice	Westminster	Day Camp	100	10am - 4pm
Will Rogers	T-5	Day Camp	100	10am - 4pm
Will Rogers	T-5/6	Day Camp	100	10am - 4pm
Will Rogers	T-6	Day Camp	100	10am - 4pm
Will Rogers	T-7	Day Camp	100	10am - 4pm
Will Rogers	T-8	Day Camp or Fitness	100	10am - 4pm / 7am - 8pm
Will Rogers	T-10	Day Camp	100	10am - 4pm
Will Rogers	T-14	Day Camp	100	10am - 4pm
Will Rogers	T-15	Volleyball or Surf Lessons	100/50	7am- 8pm / 7am - noon
Will Rogers	T-16	Day Camp	100	10am - 4pm
Will Rogers	T-17	Day Camp	100	10am - 4pm
Will Rogers	T-18	Volleyball	100	7am - 8pm
Zuma	Headquarters	Day Camp	100	10am - 4pm
Zuma	T-1	Fitness	100	7am - 8pm
Zuma	T-2	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment 1
Zuma	T-3	Day Camp	100	10am - 4pm
Zuma	T-4	Day Camp	100	10am - 4pm
Zuma	T-5	Day Camp	100	10am - 4pm
Zuma	T-6 (n/s)	Day Camp	100	10am - 4pm
Zuma	T-6 s/s	Day Camp	100	10am - 4pm
Zuma	T-8 n/s	Day Camp	100	10am - 4pm
Zuma	T-8 S/S	Day Camp	100	10am - 4pm
Zuma	T-9	Day Camp	100	10am - 4pm
Zuma	T-10	Day Camp	100	10am - 4pm
Zuma	T-11	Day Camp	100	10am - 4pm
Zuma	T-12	Day Camp	100	10am - 4pm
Zuma	T-13	Day Camp	100	10am - 4pm
Zuma	T-14	Day Camp	100	10am - 4pm
Zuma	Trancas	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm

RECREATIONAL CAMP MINIMUM SAFETY AND OPERATING REQUIREMENTS

* The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".

GUIDELINES	BEACH CAMPS	SURF CAMPS
Safety Standard (Camper to Instructor ratio)	Ten to one on sand; seven to one in water	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.
Eligible Lifeguard Towers	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.
Maximum Number of Campers	100, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards	50, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards
Training level of Lead Instructor and of All Instructors in the Water	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Minimum 10 years' surfing experience and competent swimming ability (500 meters) to qualify as surfing Instructor. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)
Employee Screening	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.
Communications	On-site registered cell phone with programmed LACO Lifeguard phone number	On-site registered cell phone with programmed LACO Lifeguard phone number
Plan Approvals	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.
Waivers and Insurance	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.
Safety/Rescue Equipment and First Aid Supplies	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.
Uniforms (if possible, ALL Surf Instructors from ALL Camps should wear the same colored rash guard)	Brightly colored rash guards preferred for camper when surfing - not red or orange in color. Counselors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side	Brightly colored rash guards for camper when surfing - not red or orange in color. Instructors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side
Check in with Lifeguards	Mandatory before establishing Camp site/water entry	Mandatory before establishing Camp site/water entry
Meeting with Area Captain	Mandatory prior to program	Mandatory prior to program

RECREATIONAL (BEACH/SURF) CAMP RULES AND REGULATIONS

In addition to the requirements on Attachment B, the following additional Rules and Regulations apply for Recreational (Beach/Surf) Camps:

- Each Camp Director must be reachable by phone during camp hours. Each camp's cell phone must be available on the beach at all times during operational hours and monitored on a regular basis for calls and voice mails, with the phone number having been previously registered at the respective Lifeguard Headquarters and with Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the beach cell phone.

- All Camp Directors and Lead Instructors must meet with the Lifeguard Area Captains prior to the start of their respective summer operation (emergency vehicle access around/through camp site, bike path crossings, black ball, e.g.). Camp Directors must have previously secured approval of their parking and drop-off/pick-up plans from Beaches and Harbors' Parking Operations Section.

- All Camps offering surfing as part of their curriculum must ensure usage of required surf leashes at all times.

- All Camps must have for all participants under the age of 18 a medical waiver signed by their parents or legal guardians, which can be immediately faxed or scanned in and e-mailed, with emergency information included. There must also be an assumption of risk document holding the County harmless for each participant.

- Camp operators shall notify the Lifeguard Captain on duty, as soon as feasible, of any accident or injury occurring in the operation of their camps, regardless of severity. All rescues and medical aids involving campers, counselors, or other personnel must be documented on company incident slips.

- Lifeguards will have the authority and discretion to relocate a camp location due to hazardous beach or surf conditions.

- The Lifeguard Division will establish a complaint file at respective Lifeguard Headquarters to document repeat violators.

***The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".**

County of Los Angeles Department of Beaches and Harbors

Use License Application for Recreational Camp and Physical Fitness Training Permits

13837 Fiji Way, Marina del Rey, CA 90292

Use License Applicant Information:

Name:

_____

DBA:

_____

Address:

_____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Applicant Credentials:

No. of Years in Camp/Training Business:

_____

Professional Experience (Location, duration and description of past camp/training business experience, and credentials, qualifications, and certifications of applicant)
Please attach additional pages if more space is needed:

_____

_____

_____

_____

_____

_____

_____

References (Minimum 5):

Name:

_____

Company:

_____

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Safety:
Safety Standards (Provide an Emergency Response Plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operations). Please attach additional pages if more space is needed:

_____
_____
_____
_____
_____

Program Details:
Program Name:

_____
Type of Activity:

_____
Age Level:

_____
Estimated No. of Participants: _____ Fee Per Participant: _____
Participant/Instructor Ratio:

_____

Instructor/Staff Details:
Credentials, Experience, Training, and Age of Instructors/Staff Participating in Program. Please attach additional pages if more space is needed:

_____
_____
_____
_____
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_____
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_____
_____

Camp Programming:

Operating Plan (The scope of instruction to be provided and the extent to which the plan complies with the requirements of the Use License; plans should include all aspects of the proposed program from drop-off to pick-up). Please attach additional pages if more space is needed:

_____

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_____

_____

_____

_____

Location:

Beach Location Requested (1st Choice):

_____

Beach Location Requested (2nd Choice):

_____

Beach Location Requested (3rd Choice):

_____

Date(s) of Use:

_____

Arrival Time: _____ Departure Time: _____

Community Service:

Community Service (Supporting documentation for any scholarships and reduced fees given). Please attach additional pages if more space is needed:

_____

_____

_____

_____

_____

Financial:

Financial Capability (Provide the necessary documentation to exhibit the applicant's financial responsibility and strength to successfully carry out the proposed recreational operations for the Use License term; must show the means to adequately staff the proposed recreational operations and comply with all of the requirements of the Use

License). Please attach additional pages if more space is needed:

_____

_____

_____

_____

_____

Bid Amount for Location Fee (min. $100): $_____

Total Estimated Gross Receipts for Program (15%): $_____

Bid Proposal:

Use License Fee:	$ 200
Location Fee Bid:	$ _____
Estimated 15% Gross Receipts Fee:	$ _____
TOTAL:	**$** _____