



TO: Mayor and Councilmembers

SUBMITTED BY: JoAnne Plummer, Neighborhood Services Director

PREPARED BY: Justin Wilkins, Parks and Recreation Manager
Kelsey Hamilton, Recreation Supervisor

SUBJECT: Development of New Parks and Recreation Policies and Guidelines

RECOMMENDATION:

- A. Review and approve the City of Goleta Bouncer and Attraction Policy; and
- B. Review and approve the City of Goleta Parks and Recreation Insurance Guidelines; and
- C. Review and approve the Goleta Community Center Display and Exhibit Policy.

BACKGROUND:

The Parks and Recreation Division of the Neighborhood Services Department is responsible for the administration and oversight of various parks and facilities, including the oversight and management of the Goleta Community Center and its vast array of services and rentals. The division operates based upon the policies, procedures, and fees approved and adopted by Goleta City Council.

In accordance with the Parks and Recreation Work Plan, the division will annually evaluate its operations and bring forth revisions or new policies, procedures, or guidelines as appropriate. Annual evaluations seek to improve efficiency, transparency, and overall customer satisfaction with the rental and use of City owned parks and facilities. In addition, the process allows for the opportunity to respond to new and emerging community input and allows for policies to implement new programs or services.

During its most recent annual review, staff identified two areas of improvement to the rental process, and one opportunity to provide a new service based on community interest. It was found that the public needed clearer instruction on location and types of bouncers and attractions allowed in City parks. Moreover, because the City provides such a variety of rental services, clearer guidelines on what levels and types of insurance are

required would help the community in the booking process. Lastly, after the re-opening of the Community Center in April 2024, many community, educational, and cultural groups expressed a desire to display art or culturally relevant displays on the walls or display cases at the Community Center. The demand has further grown since the temporary closure of the main Goleta Library in April 2025.

To provide clearer direction to the community, staff developed the City of Goleta Bouncer and Attraction Policy (Attachment 1) and the City of Goleta Parks and Recreation Insurance Guidelines (Attachment 2), both of which were reviewed and supported by the Parks and Recreation Commission on March 12, 2025.

To establish policies relating to art and exhibit display at the Community Center, the Goleta Community Center Display and Exhibit Policy (Attachment 3) was developed, presented, and unanimously supported by the Parks and Recreation Commission on May 14, 2025.

DISCUSSION:

The City of Goleta Bouncer and Attraction Policy

The formalized policy specifically seeks to:

- **Ensure Safety:** clarify rules to minimize risks
- **Provide Clarity:** define specific requirements, including staffing and safety
- **Regulate Facility Use:** ensure use is at the right facility and the right size
- **Maintain Public Access:** balance large events with everyday park users
- **Expanded Definitions:** clearer definitions in the rental agreement
- **Event Approval Process:** clearer approval process for bouncers and attractions
- **Safety Guidelines:** expanded safety measures to protect community and City
- **Enforcement and Compliance:** new monitoring and compliance procedures

The City of Goleta Parks and Recreation Insurance Guidelines

Parks and Recreation oversees a diverse rental portfolio, ranging from a knitting class of five senior community members, to an eight-hour rental, with catering, live music, alcohol service, 300 guests and a security team. The liability and insurance requirements for renters, varies by event and risk and can have a wide range. In conjunction with the City's Risk Management Team, California Joint Powers Insurance Authority (JPJA), the division developed insurance guidelines that outline the type, levels, and documentation required for different types of events based on risk and liability. This document has been reviewed by the City of Goleta's legal counsel to ensure it meets the insurance standards of the City.

The guidelines outline:

- **Risk-based coverage:** requirements based on activity and risk level of event
- **Types and limits of required insurance coverage:** outlines when general liability, workers' compensation, and automobile liability coverage is needed
- **Additional Insured Requirements:** additional language and listing requirements
- **Categorization of Users:** clarification by type to ensure insurance obligations are understood
- **Review and Approval Process:** checklist of requirements prior to submittal
- to expedite review and approval

The City of Goleta Bouncer and Attraction Policy and the City of Goleta Parks and Recreation Insurance Guidelines seek to ease the process of accessing the City's parks and facilities, while ensuring overall safety for all parties. Implementing uniform policies across all City facilities promotes equitable access, more consistent compliance, and better alignment with the City's broader recreational efforts.

The Goleta Community Center Display and Exhibit Policy

Utilizing the Goleta Library Display Policy adopted by City Council on March 7, 2023 as a foundation, this policy is to serve as a guide for how an individual or organization can go about engaging the Community Center for the purposes of displaying art that is in accordance with the Community Center Strategic Plan, which is to serve a cultural, educational, or community or historically relevant purpose. The document is not meant to outline the physical manner of how art will be displayed, as that will be determined between the exhibitor and the Recreation Supervisor on a case-by-case basis. Installation on the walls will be limited to the wire system already installed to eliminate damage to the walls or structure.

GOLETA STRATEGIC PLAN:

In addition to supporting the wider Goleta Strategic Plan, the implementation of an art display and exhibit program is specifically called for in the Goleta Community Center Strategic Plan. Providing for such a program would specifically "utilize portions of the GCC as a gallery for local art, representing different cultural backgrounds in Goleta through murals and artwork".

City-Wide Strategy:

Strategy 2: Support Community Vitality and Enhanced Recreational Opportunities

Strategic Goal:

2.2.1: Continue to implement the Parks, Facilities, and Playgrounds Master Plan

2.2.13: Investigate a more uniform set of policies and procedures consistent with all City properties

FISCAL IMPACTS:

There is no direct fiscal impacts related to the formalization of these policies and/or guidelines. All costs related to the administration and support of displays and exhibits will be absorbed within the existing operational budget.

Consequently, this policy would lay the foundation to generate revenue through the collection of display fees. Fees range from \$100 to \$300 per month, depending on the rental of one, two, or three corridors. These display fees were adopted for the 2025/2026 Fiscal Year by the City Council at the April 15th, 2025, meeting.

ALTERNATIVES:

The City Council may choose not to adopt these policies and guidelines. Alternatively, the Council can direct staff to amend or revise the policies and guidelines and return later for additional review.

LEGAL REVIEW BY: Isaac Rosen, City Attorney

APPROVED BY: Robert Nisbet, City Manager

ATTACHMENTS:

1. City of Goleta Bouncer and Attraction Policy
2. City of Goleta Parks and Recreation Insurance Guidelines
3. Goleta Community Center Display and Exhibit Policy

ATTACHMENT 1

City of Goleta Bouncer and Attraction Policy



City of Goleta Bouncer and Attraction Policy

Policy Statement: Inflatable bouncers (hereafter referred to as "bouncers") may be utilized in designated areas within Goleta parks under specific guidelines and regulations to ensure safety and preserve park resources.

Policy Details:

1. Designated Areas:

- Bouncers are permitted in Stow Grove Area 2. Use of bouncers in any other area is strictly prohibited. Certain exceptions for special events may be approved by the Director of Neighborhood Services or their designee.

2. Reservation and Setup:

- Users must reserve and pay for the group area that can accommodate a bouncer setup. The designated setup area must be in proximity to a group area electrical outlet to minimize cord length.

3. Electrical Requirements:

- Generators are prohibited. Users must utilize the electrical outlet provided at Stow Grove Area 2 for powering the bouncer.

4. Fees:

- A fee of \$26.00 is required for the use of the bouncer or attraction, in addition to any applicable park reservation fees for the designated area. Depending on the scope of a proposed attraction or activity, additional fees may apply.

5. Notification and Confirmation:

- Confirmation of the bouncer set-up must be provided to Parks and Recreation staff at least two (2) working days prior to the event. Confirmation of bouncer setup can be done by calling (805) 967-1237.
- A special attraction, outside of a Bouncer will be considered on a case-by-case basis.

6. Liability Insurance:

- The City of Goleta Parks and Recreation Division must have a copy of the bouncer or attraction vendor's liability insurance on file. The City of Goleta must be named as additionally insured on the insurance document. Only approved vendors are permitted in Goleta Parks and facilities. A list of our pre-approved vendors can be found on the City's website [here](#).

7. Liability Agreement:

- The reserving party must complete a liability agreement and specify the name and contact information of the bouncer or attraction vendor and the party responsible onsite the day of the event.

8. Anchoring Requirements:

- Stakes, spikes, guide wires, and ropes are prohibited as per Goleta Municipal Code 12.15.230. Bouncers or attractions must be anchored using sandbags only.

9. Supervision:

- A responsible person must be present on site and actively supervising the bouncer or attraction and its users at all times. Leaving the bouncer or attraction unattended is not permitted.

10. Cancellation Policy:

- **Cancellation Requests:**

- Cancellation requests must be submitted in writing to the City of Goleta Parks and Recreation Division as soon as the decision to cancel the event is made.

- **Refund Eligibility:**

- Refunds for the bouncer or attraction fee and park reservation fee (if applicable) are subject to the following conditions:
 1. **More than 14 Business Days Prior to Event:** A full refund of the bouncer fee and park reservation fee will be issued.
 2. **Less Than 14 Business Days Prior to Event:** No refund of the park reservation fee will be provided. The bouncer fee will be fully refunded.

- **Processing Time:**

- Refunds will be processed within 30 days of the cancellation request.

- **Exceptional Circumstances:**

- Refund exceptions due to unforeseen circumstances (e.g., extreme weather, park closure) will be reviewed by the City of Goleta Parks and Recreation Manager on a case-by-case basis.

- **Termination:**

- The Director of Neighborhood Services, or their designee, reserves the right to terminate any permit with or without cause, failure to provide information outlined in the rental agreement, or in the likelihood of extreme weather or other disaster or unsafe conditions.

- **Change of Date:**
 - Requests to change the event date must be made at least 15 days prior to the original event date and are subject to availability. A change fee may apply.
- **Cancellation Confirmation:**
 - Upon cancellation approval, the reserving party will receive written confirmation from the City of Goleta Parks and Recreation Division acknowledging the cancellation and detailing any applicable refund amounts.
- **Contact Information for Cancellations:**
 - All cancellation requests should be directed to Kelsey Hamilton, Recreation Supervisor, khamilton@cityofgoleta.org at the City of Goleta Parks and Recreation Division.

11. Equipment Specifications:

- Only traditional bouncers up to 22'W x 22'L x 20'H are pre-approved for permit. Other bouncers and attractions require special approval from the City of Goleta Parks and Recreation Division.

Compliance and Enforcement: Failure to comply with this policy may result in the immediate revocation of permission of bouncer or attraction use and additional penalties as deemed necessary by the City of Goleta Parks and Recreation Division.

This policy is established to ensure the safety of park users and to protect park resources. It applies to all individuals and groups utilizing bouncers within Goleta parks and facilities.

For any questions or clarifications regarding this policy, please contact the City of Goleta Parks and Recreation Division at parkreservation@cityofgoleta.org.

ATTACHMENT 2

City of Goleta Parks and Recreation Insurance Guidelines



City of Goleta Parks and Recreation Insurance Guidelines

- **Introduction**

- This document outlines the insurance requirements for the City of Goleta Parks and Recreation rentals and special events to ensure adequate coverage for various activities and events conducted on its premises. It applies to all individuals, groups, or organizations utilizing the facilities for private, commercial, or non-profit activities. High, medium, and low risk activities are defined.

- **Insurance Coverage Requirements**

- ***General Liability Insurance***

- **Minimum Coverage:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Policy Requirements:**
 - Coverage must include bodily injury, property damage, and personal injury liability.
 - The City of Goleta must be named as an additional insured (see attached document)
 - Coverage should extend to all operations and activities conducted on the premises.

- ***Workers' Compensation Insurance***

- **Requirement:** Compliance with state regulations.
- **Policy Requirements:**
 - Coverage for all employees, including part-time and temporary workers.
 - Proof of coverage must be provided upon request.

- ***Sexual Abuse or Molestation (SAM) Liability***

- **Minimum Coverage:** \$1,000,000 per occurrence
- **Policy Requirements:**
 - The City of Goleta may require Sexual Abuse or Molestation Liability Insurance in instances when the work performed will include contact with minors or other vulnerable individuals.

- ***Special Events Coverage for Instructors or Events***

- **Requirement:** Dependent on event type and risk assessment
- **Policy Requirements:**

- Special event coverage may be required under certain circumstances by the Director of Neighborhood Services.
- Contractor or Instructor can obtain additional information and coverage requirements from the City.

- ***Automobile Insurance***

- **Minimum Coverage:** \$1,000,000 per accident
- **Policy Requirements:**
 - Coverage must include liability for bodily injury, property damage, and personal injury arising from the use of vehicles owned, leased, or rented by the contractor.
 - The City of Goleta must be named as an additional insured on the policy.
 - Coverage should extend to all operations and activities conducted on the premises or in connection with City-related events

- **Activity-Specific Insurance Requirements**

- ***Private Activities***

- **Definition:** Activities organized by individuals or non-commercial groups. These include private parties, weddings, family reunions, and religious celebrations. These events are closed to the public and do not engage in any commercial activity. Guest lists may be provided ahead of time.
- **Insurance Requirement:** General liability or events insurance is recommended but not required. The Director of Neighborhood Services reserves the right to require insurance in circumstances when the activity planned considered high risk.
- **Outside Vendor Insurance Requirements**
 - Definition: Insurance requirements for vendors providing services at private activities or City events. This includes catering, entertainment, equipment rental, and other contracted services.
 - Insurance Requirement:
 - Vendors must provide proof of general liability insurance with a minimum coverage of \$1,000,000 per occurrence.
 - The City of Goleta must be named as an additional insured on the vendor's insurance policy.
 - Insurance must cover all activities related to the vendor's services on the premises.
 - Vendors providing services that involve high-risk activities (e.g., amusement rides, heavy equipment, etc.) may be required to obtain additional coverage, as determined by the Director of Neighborhood Services.

- **Commercial Activities**
 - **Definition:** Activities organized for profit-making purposes or by a profit-seeking organization.
 - **Insurance Requirement:** General liability and workers' compensation insurance as specified above. Increased minimum coverage may be required based on the nature of the activity.
- **Non-Profit Activities**
 - **Definition:** Activities organized by a registered non-profit organization. A state or federal non-profit ID number must be submitted at the time of application. These activities may include, but are not limited to, workshops, dances, fundraisers, seminars, childcare, camps, or classes.
 - **Insurance Requirement:** General liability insurance as specified above may be required when engaged in medium or high-risk activities. Increased minimum coverage based on the nature of the activity may be required. The Neighborhood Services Director, or their designee, reserves the right to waive insurance for non-profits engaged in low-risk activities.
- **Compliance and Documentation**
 - All individuals, groups, or organizations must provide proof of insurance before utilizing the City Community Center's facilities.
 - Insurance documents must be submitted to the City of Goleta Parks and Recreation division team 14 days in advance for review and approval.
 - Failure to provide adequate insurance may result in denial of facility use.
- **Review and Amendments**
 - This insurance requirements document will be reviewed annually or as needed to ensure it remains current and effective.
 - Amendments may be necessary based on changes in activities, regulations, or risk assessments.
- **Contact Information**
 - For inquiries regarding insurance requirements or policy compliance, please contact: Kelsey Hamilton Recreation Supervisor at khamilton@cityofgoleta.org or 805-562-5533

Notes:

- The City of Goleta reserves the right to require higher insurance coverage limits or additional types of insurance based on the specific nature of the activity.

- Renters must provide proof of insurance coverage at least 14 days prior to the event or rental period.
- Insurance certificates should name The City of Goleta as an additional insured and be submitted to khamilton@cityofgoleta.org

Definition of Risk

1. High Risk Activities:

- **Definition:** High risk activities are those that have a higher likelihood of causing harm or injury to participants, spectators, or property, or that involve significant financial or legal risk.
- **Characteristics:**
 - **Potential for Injury:** Activities where there is a high risk of bodily harm or physical injury, such as extreme sports, use of sharp objects or weapons, or activities involving heights or water.
 - **Property Damage:** Activities that may cause significant damage to property, equipment, or the environment, such as demolition work, pyrotechnic displays, or hazardous material handling.
 - **Financial or Legal Risk:** Activities where there is a high potential for financial loss, liability claims, or legal disputes, such as large-scale events with substantial financial investments or complex logistics.
- **Examples of High-Risk Activities:**
 - Extreme sports (e.g., martial Arts, tumbling, high impact dance)
 - Manual Labor (e.g., building demolition, construction)
 - Handling hazardous materials or substances
 - Working with dangerous tools and/or weapons
 - Large-scale concerts or festivals with extensive logistical challenges

2. Medium Risk Activities:

- **Definition:** Medium risk activities involve a moderate level of potential harm or liability compared to high-risk activities. They may still require precautions and insurance coverage but typically pose less inherent danger.
- **Characteristics:**
 - **Moderate Potential for Injury:** Activities where there is a moderate risk of injury, such as recreational sports, indoor climbing, or moderate physical activities.
 - **Limited Property Damage:** Activities that may cause some damage to property but are generally contained or are less severe compared to high-risk activities.
 - **Moderate Financial or Legal Risk:** Activities where there is a moderate potential for financial loss or liability, such as moderate-sized events or activities with some inherent risk but manageable precautions.
- **Examples of Medium Risk Activities:**
 - Recreational sports (e.g., soccer, basketball)
 - Moderate physical activities (e.g., yoga, dance)
 - Small to medium-sized community events

3. Low Risk Activities:

Definition: Low risk activities have minimal potential for harm, injury, or liability. These activities typically involve low physical risk and pose minimal financial or legal risk.

- **Characteristics:**

- **Minimal Potential for Injury:** Activities where the risk of injury is very low, such as small gatherings, educational workshops, or cultural performances.
- **Negligible Property Damage:** Activities that are unlikely to cause damage to property or the environment.
- **Low Financial or Legal Risk:** Activities where the likelihood of financial loss or liability claims is minimal, such as small-scale events or activities with little to no inherent risk.

- **Examples of Low-Risk Activities:**

- Educational workshops or seminars
- Small social gatherings or parties
- Non-physical indoor activities (e.g., art exhibitions, book clubs)
- Community meetings or small-scale fundraisers

ATTACHMENT 3

Goleta Community Center Display and Exhibit Policy



GOLETA COMMUNITY CENTER DISPLAY AND EXHIBIT POLICY

PURPOSE

The purpose of the Goleta Community Center's Display & Exhibit Policy is to provide guidelines for the display and exhibit of materials at the Goleta Community Center, to inform the public about the principles and criteria on which these display decisions are made, and to promote the purposes of the Goleta Community Center mission and vision, which are:

- **Vision:** The Goleta Community Center is a welcoming, safe, inclusive, and accessible place where everyone can go to gather, learn and play.
- **Mission:** The Goleta Community Center provides programs, services, activities, and a safe space for social, cultural, educational, and recreational offerings in an inclusive and welcoming way.

POLICY

The Goleta Community Center encourages the display of materials that reflect the diverse interests, cultures, and values of the community. These displays and exhibits serve as an opportunity for patrons to learn, explore, and engage with ideas that inspire creativity, foster understanding, and promote cultural awareness.

The Goleta Community Center will manage displays and exhibits with the following goals:

- To provide access to a variety of educational, cultural, and informational resources.
- To support the mission of the Goleta Community Center by presenting materials that are relevant and meaningful to the local community.
- To ensure that the display process is inclusive, balanced, and reflective of the diverse perspectives within the community.

PRINCIPLES AND CRITERIA

Decisions regarding the selection of materials for display and exhibit at the Goleta Community Center are based on the following criteria:

- **Relevance to Community Interests:** Materials that reflect the interests, needs, and diversity of the Goleta community will be prioritized.
- **Educational or Cultural Significance:** Exhibits that promote education, cultural understanding, and awareness of relevant social or historical issues will be encouraged.
- **Space Availability:** Displays and exhibits will be organized based on available space and the suitability of the materials to the space.
- **Connection to Community Programs and Services:** Displays that support or complement ongoing programs, events, or initiatives at the Community Center will be prioritized.
- **Variety of Viewpoints:** The Community Center will seek to present a variety of perspectives, including materials that represent different cultural and social viewpoints.

Intellectual Freedom and Censorship

The Goleta Community Center recognizes the importance of intellectual freedom and the right to access diverse viewpoints. In alignment with this principle:

- **Freedom of Expression:** The Community Center will not restrict the display or exhibition of materials solely because they may be considered controversial, so long as the topic is appropriate for all ages, and is in alignment with the overall goals, policies, and code of conduct of the Community Center.
 - **Non-endorsement:** Acceptance of materials for display or exhibit at the Community Center does not imply endorsement by the Goleta Community Center or the City of Goleta of the content or opinions expressed in the materials.
 - **Parental Responsibility:** Parents and guardians are responsible for monitoring the materials their children may encounter. The Community Center will provide appropriate guidance to create an environment that is appropriate for all ages, but parents have the final responsibility for what their children view or engage with.
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Exhibit Procedures

- **Request for Display:**

Individuals, groups, or organizations interested in exhibiting at the Goleta Community Center must submit a display request form to the Recreation Supervisor. The request should include:

- A description of the materials or exhibit to be displayed
- The educational, cultural, or community value of the exhibit
- Preferred display dates and duration (standard display times are 30 days)
- Any special requirements for the display (e.g., equipment, setup, etc.)

- **Approval Process and Payment:**

The Recreation Supervisor will review the request based on the criteria outlined in this policy. Requests will ideally be reviewed within 5 to 7 business days. Once approved, and payment has been received, the Recreation Supervisor will coordinate with the exhibitor to schedule the display and provide guidance on setup, duration, and the content of the display.

- **Display Duration and Removal:**

Displays will be available for a set period, as agreed upon in advance with the Recreation Supervisor. Upon completion of the exhibit, the exhibitor is responsible for removing all materials from the display space. The Recreation Supervisor will coordinate the dismantling and removal of the display, ensuring that all items are returned or disposed of appropriately. Any items not removed will be disposed of in accordance with the Goleta Community Center Lost and Found policy.

Procedures for Addressing Concerns

If a patron has concerns about a display or exhibit, the following process will be followed:

- **Informal Resolution:** The patron should first discuss the issue with a Community Center staff member. The staff member will attempt to resolve the concern informally by explaining the policy and the rationale behind the display.
- **Formal Complaint:** If the issue is not resolved informally, the patron can submit a written Statement of Concern to the Recreation Supervisor.
 - The Statement of Concern should include the nature of the concern, the specific materials in question, and the desired resolution.

- **Review and Decision:** The Parks and Recreation Manager will review the concern and determine whether any changes should be made to the display or exhibit. The patron will be notified of the decision in writing.
- **Escalation:** If the patron is not satisfied with the decision, they may escalate the matter to the Director of Neighborhood Services, who upon review will make a final and binding decision.