

Mission Trails Regional Park **Visitor & Interpretive Center**

*Guidelines, Procedures , Rules and Regulations, and Fees
for Meeting and Event Rentals*



Photo by David Cooksy

Mission Trails Regional Park Foundation, Inc.

One Father Junipero Serra Trail, San Diego, California 92119

Phone: (619) 668-3280 ♦ E-mail: ksweeney@mtrp.org



MISSION TRAILS
REGIONAL PARK

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VISITOR AND INTERPRETIVE CENTER

The 14,000 square foot Mission Trails Regional Park Visitor and Interpretive Center is situated at the heart of Mission Trails Regional Park. This unique facility houses an exhibit area that highlights the geology, history, vegetation, wildlife, archaeology, and paleontology within Mission Trails Regional Park, as well as original stone sculptures and Native American art work. The award winning architectural design of the Visitor Center compliments its natural setting and provides an unforgettable view of the rugged ridges of Cowles Mountain, Pyles Peak, Kwaay Paay Mountain and Fortuna Mountain, as well as a unique view of the San Diego River running through Mission Gorge. The Mission Trails Regional Park Visitor and Interpretive Center is a beautiful venue for special events. It is not available for commercial use, which for purposes of this policy, means the sale of goods and services.

SPACE AVAILABLE

Day & Evening (9 a.m. to 11 p.m.) Availability:

Meeting Rooms

The space can be divided into three rooms (A, B, and C). A large AV screen is available in room C and a smaller screen in room A. Sinks and counter space are accessible in rooms A and C. Each of the rooms has doors that can be opened out to the Terrace and a full view of Mission Gorge. Maximum capacity is 20 people per room. The rooms can be combined. Each section is 26 feet by 16 feet.

Evening Only Facility availability only (5 p.m. to 11 p.m.)

Maximum event capacity between 5 p.m. and 11 p.m. is 300 persons. This includes all persons on site—event staff, caterers and servers, security personnel, guests, etc. Time frame allows for set up and clean up.

Lobby/Gallery /Terrace /Exhibit Area

Complete with original stone sculptures, ongoing art exhibits and floor to ceiling windows, the lobby and gallery area is a wonderful gathering place for indoor receptions. The Terrace is 4,000 square feet with a full view of Mission Gorge which runs through the heart of Mission Trails Regional Park. It is a perfect setting for indoor or outdoor dining and receptions. For interactive and a museum-like appeal, there is a two story exhibit area.

Theater

The 95 seat theater includes a large screen for slide or video presentations. It also has a built in sound system. A Hearing Loop system to assist individuals with hearing loss has been installed in the Visitor Center Theater.

Amphitheater

Consisting of 2,000 square feet of outdoor space, the amphitheater will accommodate 150 people. It is suitable for graduations, award presentations or quiet entertainment.

RESTRICTIONS

The premises shall not be utilized for the purpose of working or campaigning for the nomination or election to any public office be it partisan or nonpartisan.

The facility is not available for commercial use, which for the purposes of this policy, means the sale of goods and services.

PARKING

Parking at the Visitor and Interpretive Center is limited to 90 cars in the main lot. Any parking or valet arrangements must be made by the lessee. For large events, lessee must submit a parking plan to the MTRP Foundation representative for approval 30 days prior to the event. Restrictions on the number of cars may apply for day-time events. Overflow parking for approximately 50 cars is available at the parking lot at Jackson Drive and Mission Gorge Road.

FUND RAISING EVENTS

If the Visitor Center is used by a non-profit for a fund-raising event, the MTRP Foundation is required to charge a rental rate higher than if it is not a fund-raising event.

FURNISHINGS and EQUIPMENT AVAILABLE

There is no charge for the use of the tables, chairs, podium and electronic equipment.
Equipment needs must be included on your reservation form.

Tables:	23 - 72" x 30"	9 - 96" x 30" folding tables
	10 - 72" x 20"	14 - 72" x 30" folding tables
Chairs:	67 stack chairs	
	88 folding chairs	

Podium

Electronic equipment :

Video projector/monitor

Overhead projector

Digital projector

Portable microphone

SPECIAL EVENING EVENT OPTIONS

Any of these options must be requested at least three weeks prior to your event.

Trail Guide Tours

Special tours on one of the many trails throughout the park are available during daylight hours.

Star Gazing

Members of San Diego's stargazing community can set up a telescope for your group's night-time viewing experience.

Music

Members of the San Diego Native American Flute Circle can be on hand to add a special musical style to your event.



Meeting rooms A, B and C – Seating capacity 20 per room or 60 if all three rooms are opened into one, as shown in photo.



Lobby/gallery – A wonderful gathering place for indoor receptions and fundraising events.



Terrace - 4,000 square feet. A perfect setting for outdoor dining and receptions.



Exhibit Area – For interactive museum-like appeal.



Nighttime view from the balcony showing the lobby, gallery and terrace.



The gallery, adjacent to the lobby, is well suited for socializing and displaying silent auction items.



The terrace offers a unique venue overlooking pristine Mission Gorge.



Members of the San Diego Astronomy Association staff a telescope as an added feature of an evening event at the Visitor Center.



Warm summer evening events are perfect when utilizing the spacious Terrace. Enjoy the tranquil transition from dusk to night.



Theater – Seating capacity of 95. Equipped with an extra large AV screen for slide and film presentations.



Amphitheater – 2,000 square feet. The amphitheater is suitable for graduations, award presentations or quiet entertainment. Will accommodate 150 people.

Mission Trails Regional Park Visitor Center Evening Event Rental Fees

- Time Blocks include use of:**
- Terrace, Lobby, Gallery & Exhibit Hall, Restrooms, & Parking Lot
 - Meeting Rooms (starting at 5:00pm only, if available)
 - Required security personnel for duration of event

Evening Event Type	Time Block	Alcohol Free - up to 150 guests	Alcohol Free - 150 to 300 guests max	Alcohol Served up to 100 guests	Alcohol Served 100 to 200 guests	Alcohol Served 200 to 300 guests
Government Agencies; Non-Profit Organizations; Public Schools	5-9 pm	\$920	\$1040	\$1040	\$1160	\$1280
	5-11 pm	\$1380	\$1560	\$1560	\$1740	\$1920
Non-Profit Fundraisers/ Admission Fee Events	5-9 pm	\$1220	\$1310	\$1310	\$1430	\$1550
	5-11 pm	\$1830	\$2010	\$2010	\$2190	\$2370
Business Organizations; All Private Events	5-9 pm	\$1520	\$1640	\$1640	\$1760	\$1880
	5-11 pm	\$2280	\$2460	\$2460	\$2640	\$2820

Per the Event Supervisor's review checklist, you may be charged for additional time or additional guest count

Additional space available for evening rental:

- Extra required security charge based on event size/alcohol service
- *3 hour minimum is waived if added to Time Block event rental

Government Agencies; Non-Profit Organizations; Public School Institutions	Outdoor Amphitheatre 3 hour minimum*
	\$100/hour
Non-Profit Fundraisers/Admission Fee Events	\$125/hour
Business Organizations; All Private Events	\$175/hour

Evening event special options:

- Star Gazing = \$100 fee
- Native American Flute Players = \$50 fee per performer
(options are not guaranteed, depending on availability/weather)

Mission Trails Regional Park Visitor Center Daytime Room Rental Fees

There will be a 50 % cancellation fee if cancelled within one week of reservation

Government Agencies; Public School Institutions (for official business)	Meeting Rooms A, B, C
	\$25 per room up to 4 hours \$50 per room over 4 hours

City of San Diego User Groups (for official business)	Meeting Rooms A, B, C
	Free of charge, or *when food is served: *\$25 per room up to 4 hours *\$50 per room over 4 hours

Non-Profit Organizations	Meeting Rooms A, B, C
	\$50 per hour per room *5 hour maximum charge
Business/Private Organizations	Meeting Rooms A, B, C
	\$75 per hour per room

RULES AND REGULATIONS
for use of Mission Trails Regional Park
Visitor and Interpretive Center

1. Permittee shall be required to provide proof of general liability insurance in the amount of \$2 million aggregate and \$1 million per occurrence. List as the **CERTIFICATE HOLDER: Mission Trails Regional Park Foundation and City of San Diego Park & Recreation Department, One Father Junipero Serra Trail, San Diego, CA 92119**
2. If permittee is a non-profit organization, proof of non-profit status shall be required. Proof of status is available on the web site of the California Secretary of State at <http://kepler.sos.ca.gov/>.
3. Patrons will conduct themselves in an orderly, law-abiding manner. All rules and regulations regarding use of City facilities are enforceable by the City of San Diego Police Department, City of San Diego Park and Recreation Department staff, and Mission Trails Regional Park Foundation staff.
4. Events held during the hours the facility is open to the public (Sunday through Saturday, 9 a.m. to 5 p.m.) shall not interfere with the ability of the public to enjoy the facility.
5. Kitchen facilities are not available.
6. Permittee is responsible for providing all materials and equipment needed for their event other than tables, chairs and AV equipment identified in this MTRP Visitor & Interpretive Center Special Events Manual.
7. Same day set-up and clean-up is required. If next day pickup of rented equipment is necessary, special arrangements for overnight storage must be made prior to the event.
8. Payments will be made according to payment schedule, and refunds applied based cancellation policy stated. *If paying by check, checks should be made payable to MTRP Foundation. Credit cards accepted.*
9. Each organization shall be responsible for leaving the facility and equipment in reasonable and clean condition. If damage occurs, the permittee shall be held responsible and shall be required to pay for the cost of repairs or replacement. If the building is found in poor condition upon entering, notify the facility staff immediately; failure to do so will result in the permittee being held responsible.
10. Litter pick-up and disposal is the responsibility of the permittee. Trash must be bagged, sealed and placed in the Visitor Center trash receptacles and/or dumpster. If trash does not fit in the receptacles and/or dumpster, permittee is responsible for removing the trash off of park property.
11. Permittee must adhere to all County Health Department Food Handlers regulations. When caterers are used they must have a County Health Department permit. When food is served to the public, a Temporary Food Facility Permit or County Health Food Handlers Permit is required and must be submitted to MTRP Foundation staff prior to the event. More information regarding the regulations required to serve food can be obtained from the County Health Department at (619) 338-2222.
12. Alcoholic beverages
 - No alcoholic beverages shall be served during the hours the Visitor Center is open to the public.
 - The only alcoholic beverages permitted after 5 p.m. are beer and wine. When the event is a fundraiser or a fee is charged to guests or there is an open guestlist, and beer and wine are served during evening events (after 5 p.m.) permittee shall be responsible for obtaining all permits required by the State of California. A copy of the approved permit shall be on file with Mission Trails Regional Park Foundation no later than 48 hours prior to the event. See page 12.

14. Additional Evening Event requirements –
 - A refundable security deposit will be required one month to the meeting/event. If the leased space is clean and no damage has been incurred the full deposit will be returned within 5 working days. *Cash or money order or certified check made payable to MTRP Foundation.*
 - Alcohol free events - \$2.50 per attendee.
 - Events where alcohol is served - \$5.00 per attendee
 - Parking plan for use of overflow parking lot and provision of shuttle service required 30 days prior to event if more than 100 vehicles are anticipated.
15. Security service is required for all evening events, utilizing the City of San Diego contracted service provider. You will be billed the current hourly rate, minimum of four hours, as follows for this service.
 - Alcohol free events – Minimum of one security guard for each 150 anticipated attendees
 - Events where beer and wine is served – Minimum of one security guard for each 100 anticipated attendees.
16. The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Drip pans must be placed under the generator to eliminate potential damage.
17. All setting up and taking down of tables and chairs will be done by the permittee. No setup inside the building may begin prior to 4:45 p.m. for evening events, with exception of the meeting rooms if available. All evening events must be concluded and the premises cleaned and vacated no later than 11 p.m.
18. Maximum room capacity as determined by the Fire Marshall shall not be exceeded. For evening events the maximum facility capacity is 370. This includes event staff, caterers and servers, security personnel, etc.
19. Since the facility is located in an environmentally sensitive area and near a residential community, loud music is not permitted. Music cannot exceed 65 decibels before 7 p.m. or 55 decibels after 7 p.m. [SDMC §59.5.0502(f)].
20. Balloons and other inflatables, open flames, and confetti, rice, bird seed (or similar products) are prohibited.
21. We request that a copy of your meeting notice or event invitation be sent to the MTRP Foundation, attention Administrative Assistant, as soon as it is available.
22. Decorations must be approved by a MTRP Foundation representative.
23. Prior to the event you may be required to meet with an MTRP Foundation representative for a facility walk-through and to clarify your needs. A representative of the MTRP Foundation will serve as the Event Supervisor and be present to answer questions and attempt to meet your needs throughout the event.
24. As provided on the permit application, the property shall be used exclusively for the purpose specified.
25. The City of San Diego and Mission Trails Regional Park Foundation shall not be held responsible for property left in the facility.
26. The premises shall not be utilized for the purpose of working or campaigning for the nomination or election to any public office be it partisan or nonpartisan.
27. The facility is not available for commercial use which, for purposes of this policy, means the sale of goods and services.

28. Failure to abide by these Rules and Regulations will result in the permittee no longer being allowed use of the facility.
29. Additional rules and regulations may apply depending upon the event.
30. The City of San Diego, in its sole discretion, reserves the right at any time, and from time to time, to close the MTRP Visitor Center and to cancel or reschedule any previously permitted/scheduled use. Permittee acknowledges the City's foregoing rights and irrevocably waives any claim permittee may have now or ever have based upon or related to any cost, loss, damage, or liability that results from the City's closure or the cancellation or rescheduling of any previously permitted/scheduled (prepaid or not) use of the MTRP Visitor Center.

PROHIBITIONS IN PLACE AT ALL CITY OF SAN DIEGO PARKS and/or FACILITIES

- Smoking [SDMC §43.1003]
- Open fires [SDMC §630.102(b)(11)]
- Picking flowers and/or damaging shrubs, plants, and trees [SDMC §62.0604]
- Animals (other than service animals) inside buildings or off leash at any park facility (unless designated as an off leash site) [SDMC §63.0102(b)(2)]
- Soliciting funds [SDMC §63.0102(b)(13)]
- Sale of merchandise [SDMC §63.0102(b)(13)]
- Balloons (all types) at all outdoor areas
- Advertising on City park property; flyer, pamphlets, or handouts are not to be left on cars or passed out in parks [SDMC §63.0102]
- Remote controlled soaring and/or gliding crafts [SDMC §63.0201]

RESPONSIBILITY

The permittee assumes the liability for damage to the facility and exhibits by the permittee or by the permittee's contractors, if any, including outside services of any vendors such as caterers, musicians, florists, etc., who are hired by the permittee to provide services to the permittee in carrying out its function. Such services shall provide the permittee with a certificate of insurance, copies of which shall be given by the permittee of the facility to the MTRP Foundation.

ACKNOWLEDGEMENT

By signing I acknowledge that I have read, understood and will abide by all the above listed rules and regulations as they apply to my specific rental of the Mission Trails Regional Park Visitor & Interpretive Center.

Signature:_____ Print name:_____ Date:_____

Organization:_____ Reservation date:_____

RESERVATION PROCESS

To make a reservation

1. Contact the Mission Trails Regional Park (MTRP) Foundation Administrative Assistant Kristin Sweeney regarding your interest in leasing one or more areas of the Visitor and Interpretive Center and to determine space availability.

Phone - (619) 668-3280 • E-mail – ksweeney@mtrp.org

2. If your requested date is available you will be instructed to email ksweeney@mtrp.org with your request and contact information if you haven't done so already. A link to an on-line reservation form will be sent to you to complete and confirm your reservation as well as the Rules and Regulations for which the signature page must be returned. An invoice indicating the facility use fees will be sent after you submit the online confirmation. To keep track of all the required items, listed below, use the VISITOR CENTER RENTAL checklist .

Facilities are not available before 9 a.m. or after 11 p.m. Your reservation time must include setup and clean up time.

3. Reservation lead time, payments and cancellation policy.

Day time meetings and events:

- Reservations can be made up to six months prior to your meeting/event. Payment in full is due seven calendar days prior to your meeting/event to avoid cancellation of your Facility Use Permit.
- Cancellations: Payment is refundable if booking is cancelled one week prior to meeting/event.

Evening meetings and events:

- Reservations for a Monday through Thursday evening can be made up to six months prior to your meeting/event.
- Reservations for a Friday, Saturday or Sunday evening can be made up to 12 months prior to your meeting/event.
- 50 percent deposit is required upon receipt of invoice with balance due 30 days prior to the meeting/event.
- Cancellations: The deposit is refundable up to six months prior to the meeting/event.

Mission Trails Regional Park Foundation reserves the right to refuse rental to any group or party.

Evening Events Additional Requirements

Refundable Security Deposit

A refundable security deposit check will be required 30 days prior to the event. If the leased space is clean and no damage has been incurred the full deposit will be returned. The check is to be made payable to MTRP Foundation. The security deposit amount will be equal to 50% of your total amount due.

Security Service

- Security service is required for all evening events, utilizing the City of San Diego contracted service provider and is included in the cost of your reservation. Should you increase your guest count, you may be billed additionally.

Parking Plan

A parking plan for use of the overflow parking lot and provision of shuttle service is required 30 days prior to event if more than 100 vehicles are anticipated.

Alcoholic Beverage Permit

The only alcoholic beverages permitted after 5 p.m. are beer and wine. If beer and wine are served during evening events (after 5 p.m.), permittee shall be responsible for obtaining all permits required by the State of California.

DO I NEED A LIQUOR LICENSE FOR MY EVENT?

When must I have an California ABC event permit in place?

Under one or more of the following circumstances, an ABC event permit is required at an event.

- *The event is open to the public, i.e. no private guest list or someone can walk in uninvited*
- *There is any admission cost for the event, i.e. ticket price, donation or door charge*
- *Any other fundraising activities are being held at the event, i.e. silent auction*
- *Drinks are being sold at the bar, i.e. no-host or "cash" bar*
- *A licensed caterer is providing the alcoholic beverages*

When do I NOT need to have an ABC event permit in place?

An ABC event permit is not required if ALL of the following are true.

- *The event is private, i.e. a bona fide guest list restricts access to invited guests ONLY*
- *The host is providing all of the alcohol*
- *All drinks are complimentary, i.e. hosted bar*
- *There is no admission cost for the event, i.e. no ticket price, donation or door charge*

If you need a liquor license go to the ABC website for instructions:

<https://www.abc.ca.gov>

You will need time to complete the process. Download the form at:

<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>

Mail or deliver the completed form to the MTRP law enforcement officer at One Father Junipero Serra Trail, San Diego, CA 92110 for signature before YOU present it with payment to the ABC offices. Include a stamped return addressed envelope.

A copy of the approved permit must be mailed or delivered to the Mission Trails Regional Park Foundation no later than 48 hours prior to the event.

VISITOR CENTER RENTAL CHECK LIST

All bookings

Invoice received _____

50% Deposit, if evening event *(due upon receipt of invoice)* _____

Final Payment _____

(Daytime event - due one week prior/ Evening event - due 30 days prior to event date) _____

Return signature page of Rules & Regulations _____

All bookings *excluding SD City/SD County/Gov/Public Schools*

Certificate/s of Insurance from lessee and/or lessee's contractors emailed _____

Non-profit Status Determination letter emailed, if applicable. _____

All evening bookings *including City/County/Gov/Public Schools*

Parking plan submitted, if required *(Due 96 days prior to event)* _____

Refundable Security deposit delivered,
(Due 30 days prior to event) _____

Copy of liquor license delivered or emailed, if required
(Due 48 hours prior to event) _____

Facility walk-through with Foundation representative _____

Notes regarding special needs for event: