

Thank you for your interest in obtaining a Summer Day Camp Operator Permit. Please review the Summer Day Camp FAQ's below. Information pertaining to the Summer Day Camp Operator Permit process can be found here: [Summer Day Camp Operator Permit](#).

Who needs a Summer Day Camp Operator Permit?

ALL day camps (for-profit, non-profit, and public agency) must have a permit in order to operate in the East Bay Regional Park District. The Summer Day Camp Operator Permit is offered for programs starting and ending between June 1 and August 31. Camps or other educational/childcare programs operating outside of those months (September 1 – May 31) require an Outdoor Program Permit or Special Event Permit. Occasional field trips typically don't require a permit. Call Reservations, 1-888-327-2757, option 2 if you have questions.

What are the steps to obtaining a Summer Day Camp Operator Permit?

1. Purchase your Summer Day Camp Operator Permit.
2. Review and sign your Summer Day Camp Waiver.
3. Download and complete PDF application(s). All supplemental documents such as maps and schedules must be included within the corresponding document.
4. Attach all completed applications to the Application Submission Form with your Organization's information. We will begin accepting applications **no sooner than Friday December 1st, 2023 at 9:00 am** and no later than Friday February 2nd, 2024. **We are unable to accept late requests.** Limited space is available!
5. Review your tentative contract(s) for accuracy submit requests for any changes needed.
6. Submit Certificate of Insurance and Endorsement by **Friday March 1st, 2024**.
7. Pay your balance by **Friday March 1st, 2024**.

Once the above steps are completed, applications are routed to Park Supervisors for review and approval.

How much is the Summer Day Camp Operator Permit? Is it refundable?

The permit is \$100.00 and is non-refundable. This does not include the cost to reserve picnic and/or group campsites, security deposits or other fees associated with park use (parking, vehicle access, etc.).

Do I need to reserve a picnic and/or group campsite? How many sites can I reserve?

Site reservations are required for groups of over 25 people (adults + kids). Sites must be selected to accommodate the total number of participants comfortably and group size must not exceed site capacity. Park District staff reserve the right to place camps in appropriate locations if one is not chosen by the operator. In most parks, no more than one (1) site may be used due to high demand. Please check [EBRPD - Picnics \(ebparks.org\)](#) for specific site information including maximum site capacities. Groups are not allowed to overflow into non-reservable or other reservable sites. Lawn areas and play structures may be used by day camps; however, use must be coordinated and approved by the Park Supervisor.

What does it mean to be a "roaming" group?

Groups with **25 or less** may request to be "roaming". Roaming groups must select a safe location for drop-off and pick-up and have access to water and restrooms. Roaming groups are not allowed to use any of the reservable sites.

Group Campsites are no longer available for Day Use. What other Parks/Sites are NOT available? See below for closures.

No Day Camps Allowed	Closed Picnic Sites	Closed Campsites
<ul style="list-style-type: none"> • Cull Canyon • Crown Beach: McKay Ave side • Lake Temescal: Big Rock, Streamside & Parkview Picnic Sites • Roberts Park 	<ul style="list-style-type: none"> • Lake Chabot: Heron 	<ul style="list-style-type: none"> • Anthony Chabot: Bort Meadow and Puma Point • Del Valle: Wild Turkey, Punta Vaca, Hetch Hetchy & Venados • Tilden: Wildcat View

How much does the site reservations cost?

Cost is dependent on the maximum site capacity. Please check here, [EBRPD - Picnics \(ebparks.org\)](http://ebparks.org), for park and site-specific information. Alameda and Contra Costa County Day Camp operators qualify for discounted day- use rates as shown in the chart below. Out of county organizations pay standard reservation fees.

All Day camps must pay a \$100 security damage deposit per week/site, with a maximum of \$600/site for the entire summer. Overnight reservations are subject to standard fees. All reservations are subject to an \$8.00 reservation service fee, which is non-refundable. If one reservation spans multiple weeks, this fee will be charged for each week a camp is held.

Summer Day Camp Operator Picnic Site or Select Day Use Camping Site Reservation Fees for Alameda and Contra Costa County Organizations. (Fees subject to change.)			
Maximum Site Capacity (Adults + Children)	Non-Profit	For-Profit	Public Agency
35	\$30/day	\$39/day	\$24/day
50	\$40/day	\$52/day	\$32/day
75	\$60/day	\$78/day	\$48/day
100	\$80/day	\$104/day	\$64/day
150	\$120/day	\$156/day	\$96/day
200	\$158/day	\$205/day	\$126/day
300	\$235/day	\$306/day	\$188/day
350 (picnic site only)	\$273/day	\$354/day	\$218/day
500 (picnic site only)	\$388/day	\$504/day	\$310/day

Insurance Requirements



A. General Liability Insurance (bodily injury and property damage) on an occurrence basis in an amount not less than \$1 million per occurrence and at least \$2 million in the aggregate .	Required
B. Certificates of Insurance - All insurance shall include East Bay Regional Park District as additional insured and the insurance shall be primary . The following must be noted on the Certificate of Insurance to demonstrate appropriate insurance coverage.	
I. List as Certificate Holder: East Bay Regional Park District Reservations Supervisor 2950 Peralta Oaks Court Oakland, CA 94605	Required on COI
II. Additional Insured Endorsement - The following language must appear on the Certificate of Liability Insurance in the Description of Operations box: The East Bay Regional Park District, its officers, employees, and agents are named as an additional insured with respect to liability arising out of (event name, date(s), location(s)). This insurance shall be primary and non-contributory.	Required on COI
I. Additional Insured Endorsements are required for General Liability and Auto Liability Insurance	Required as separate endorsement
II. Primary Insurance Endorsement is required for General Liability Insurance.	Required as separate endorsement
III. Waiver of Subrogation Endorsement in favor of the Park District is required for Workers' Compensation Insurance (see "C" below).	See "C" below
C. Workers' Compensation as required by law and Employer's Liability with limits of \$500,000 per occurrence (only required if employees will be used).	Are you using employees? (Y/N)
D. Automobile Liability (bodily injury and property damage) in an amount not less than \$1 million per occurrence extending to owned, non-owned, and hired vehicles (only required for approved special vehicle access).	Are you requesting special vehicle access? (Y/N)

Additional endorsements are required for the locations listed below. Additional permits may be required if the event involves the use of vehicles driven on non-public park roads or trails,

- **Quarry Lakes** Regional Park events: must also name "Alameda County Water District" as additional insured. ACWD, 43885 S. Grimmer Boulevard, Fremont, CA 94538.
- **Iron Horse** Regional Trail events: must also name "Contra Costa County, its employees, officials and agents" as additional insured. Contra Costa County, 1025 Escobar Street, Martinez, CA 94553.
- **Hayward Regional Shoreline** events: must also name "Hayward Area Recreation and Park District, its employees, officials and agents" as additional insured. Hayward Area Recreation and Park District, 1099 E Street, Hayward, CA 94541