



CULVER CITY

Municipal Plunge Usage Policy

Revised: April 2, 2024

Approved by Culver City Council on April 28, 2024

Any questions regarding this Policy shall be directed to the PRCS Department at (310) 253-6650.

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1. Introduction

- 1.1. The City of Culver City Parks, Recreation, and Community Services Department (PRCS Department) is responsible for managing the City's aquatics facility for the enjoyment of the public. This Municipal Plunge Usage Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.
- 1.2. This document sets the policies and procedures for the PRCS Department to facilitate the allocation of all available aquatics spaces/facilities under its ownership and/or allocation control. These Guidelines are advisory only and shall not limit the City's or PRCS's ability to, in its sole discretion, allocate space in whatever manner it deems appropriate to safely and effectively operate and manage the site/equipment.
- 1.3. The PRCS Department Director and/or their designee representative shall, at their sole discretion, provide interpretation of the language in the Policy. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.
- 1.4. It is further understood that the PRCS Department may charge fees approved by City Council to recover costs associated with the operation, maintenance, supervision, and/or administration of the policies and procedures which govern the Policy.
- 1.5. The PRCS Department defines rentable space at the Municipal Plunge as lanes and/or sections of water within the pool and does not rent space outside of the water, such as locker rooms, deck space, and/or office space.

2. Purpose

- 2.1. The purpose of the Policy is to provide an effective framework for the administration of permits that provide equitable and reasonable access to City public facilities based on the priority group classifications listed below.
- 2.2. The intent of these guidelines is to achieve these goals utilizing the rules and regulations set forth herein, and when necessary, to meet with user groups to mediate and resolve conflicting requests for available facilities.

3. Definitions

- 3.1. City Staff: Any person who is employed by the City of Culver City.
- 3.2. Fees: The Culver City Council has approved a fee schedule (see Appendix A), all fees will be billed in accordance with the fee schedule
- 3.3. Permit Holder: the person or organization whose name is on the permit.
- 3.4. Facility: Any Culver City owned or operated facility.
- 3.5. Youth: any person under the age of 18; Adult: any person 18 or older.

- 3.6. Non-profit organization: Non-Profit Organizations are tax-exempt organizations under the Internal Revenue Code, including charitable organizations, churches and religious organizations, private foundations, political organizations and other nonprofits. For reference, please see [Exempt Organization Types | Internal Revenue Service \(irs.gov\)](https://www.irs.gov).
 - 3.6.1. To qualify all insurance, rosters, and registrations must remain current and valid. All organization names and addresses must match. Any discrepancies or delinquencies may result in the revocation of City recognized nonprofit status. Updated forms should be submitted to the PRCS department.
 - 3.6.2. All forms must have the organization's name and address; all organization names and addresses must match.
 - 3.6.3. Official address (P.O. box/ P.M.B. not accepted) must be within Culver City limits.
 - 3.6.4. A Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit status.
 - 3.6.5. Form 990 for the previous year.
 - 3.6.6. Registration with the California Secretary of State.
 - 3.6.7. Registration with the State of California's Attorney General's Office.
 - 3.6.8. Have a Board of Directors who are volunteers elected by their membership.
 - 3.6.9. An organization that places every player on a team and has a minimum play rule.
 - 3.6.10. Must have a valid Culver City business license.
 - 3.6.11. Provide valid insurance (see Appendix B)
- 3.7. Roster: Roster shall include only those active players who are fully registered with the user organization and under the age of 18. Non-players such as coaches, officials, and staff shall not be included. For the purposes of field allocation, actual total enrollment from the previous year's official team rosters will be used. Rosters should be submitted for each season the organization is operating.
 - 3.7.1. Rosters should include, at minimum, players full name, home address, and date of birth.
 - 3.7.2. Organizations with higher residency percentages will receive higher priority of allocated spaces.
 - 3.7.3. Rosters shall be audited as necessary by the PRCS Department.
- 3.8. Private Event: event that is for invited guests only, no monetary gain or recovery of fees will occur.
- 3.9. Business/Commercial Event: event that is open to the public, and/or monetary fees may be included.
- 3.10. Long term renter: any organization who utilizes the facility on a continuing basis, weekly, monthly, or quarterly (see Long Term Rentals).
- 3.11. "Alcohol use" refers to any food or beverage that contains any amount of alcohol.

- 3.12. Active Participants: The number of participants that have scanned in for an organization from 15 minutes prior to and 15 minutes after the organization's permitted time.
- 3.13. Electronically recorded entrances: Any pool entrance in which an individual logs/scans/or is manually logged into the City's registration system upon arrival for an activity.
- 3.14. Unused lanes: lane(s) that are not occupied with swimmers 15 minutes after the start of the rental.
- 3.15. Underused lanes: If there is 1 swimmer per lane and the renter has been permitted 2 or more lanes.
- 3.16. Qualified Instructor: an adult over the age of 18, proof of passing the Red Cross Water Safety Instructor or equivalent, and First Aid/ AED/ Professional Rescuer CPR certifications. A C.I.F. coaching certification is desired as well.

4. Priority Group Classifications

- 4.1. Group A: City of Culver City. Any event or program sponsored by the City of Culver City.
- 4.2. Group B: Culver City Unified School District (CCUSD). Any event or program sponsored by the Culver City Unified School District.
- 4.3. Group C: For all organizations under a Culver City Contract, Memorandum of Understanding (MOU), or Joint Use Agreement (JUA)
 - 4.3.1. All guidelines set forth in the contract/ agreement must be followed.
- 4.4. Group D: Culver City based non-profit organization; classification D1 through D5.
 - 4.4.1. Group D1: Culver City based youth athletic nonprofit, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
 - 4.4.2. Group D2: Culver City based nonprofit youth educational institutions, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
 - 4.4.3. Group D3: Culver City based athletic nonprofit, current adult roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
 - 4.4.4. Group D4: Culver City based youth athletic nonprofit, current youth roster containing **less** than 50%+1 Culver City residents or CCUSD students must have an "everyone plays" policy.
 - 4.4.5. Group D5: Culver City based athletic nonprofit, current adult roster containing **less** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
- 4.5. Group E: Culver City resident, business, or non-athletic organization. To qualify as resident status, applicant must be over the age of 18, submit a valid photo identification with Culver City address, and one utility or property tax bill with Culver City address (P.O. box /P.M.B. not accepted).

- 4.5.1. Group E1: Culver City based nonprofit non-athletic organizations.
- 4.5.2. Group E2: Culver City based for-profit educational institutions.
- 4.5.3. Group E3: Competitive Organizations/Closed Enrollment: A youth or adult athletic organization that does not place every player on a team that registers and tries out, and/or denies participation of some players based on skill level.
- 4.5.4. Group E4: Organizations/individuals that are not associated with non-Culver City business, nonprofit, or other organizations.
- 4.6. Group F: Non-Culver City based nonprofit organizations. Any group that meets all requirements of Definitions 3.10 except for 3.10.2.
- 4.7. Group G: Non-Culver City based business, resident, or organization. Photo identification required and applicant must be over the age of 18.

5. General Regulations

- 5.1. City staff shall have the right to close the facility at any time, for any length of time due to weather or other unsafe conditions.
 - 5.1.1. Refunds will not be issued in the case of a temporary shutdown.
- 5.2. Supervision by City staff is necessary for the public's safety and to ensure users adhere to this Policy.
- 5.3. City staff has the right to enter any area of the facility at any time.
- 5.4. City staff shall be responsible for and have complete authority over the facility being used, all equipment, participants and activities.
- 5.5. City staff shall have authority to request changes in activities or cessation of activities. Permit holders must comply with these requests and instructions.
- 5.6. City staff shall be responsible for enforcement of all policies, rules and regulations.
- 5.7. City staff shall have the authority to deny or terminate the use of the facility if City staff determine that the use does not conform to the requirements of Policy and/or may cause damage to the facility.
- 5.8. Rental of the pool space does not include exclusive access to locker rooms, bathrooms, pool deck, storage space, hallways, lobbies, or parking lots.
- 5.9. Users may not exchange or sublease facilities under any circumstance.
- 5.10. Exchange or sublease of facilities will result in revocation of permits for all parties.
 - 5.10.1. Additional penalties may include the inability to use facilities for future requests.
 - 5.10.2. A pattern of nonuse of space may also result in revocation of the permit and allocated space(s).
- 5.11. Animals are not permitted in the Facility unless they are used in aiding an individual with a disability. See the Americans with Disabilities Act website for federal regulations.
 - 5.11.1. Service animals are defined as dogs that are individually

- trained to do work or perform tasks for people with disabilities.
- 5.11.2. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.
- 5.12. Illegal Activities shall not be permitted. All groups and individuals using the Facility shall comply with City, County, State and Federal laws.
- 5.13. No profane language, quarreling, fighting, gambling, or lewd conduct will be permitted.
- 5.14. Permit holder and attendees must comply with all current City, County, State and Federal Public Health Orders.
- 5.15. Smoking is prohibited in a City Facility, on City property, and/or within 20 feet of an entrance to a public facility.
- 5.16. Removal of City equipment from the building is prohibited without written permission from the PRCS Director.
- 5.17. Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited.
- 5.18. No blocking of entrances, exits, fire passages, or other points of entrance/exit for safety purposes.
- 5.19. Every required exit and/or exit path shall be maintained free of all obstructions or impediments to full instant use in the case of fire or other emergencies.
- 5.20. Permit Holder's Property
- 5.20.1. All property must be removed from Facility at the conclusion of the rental time.
- 5.20.2. Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible nor will accept or authorize pick up or drop off of supplies.
- 5.20.3. The City reserves the right to remove any remaining items from the premises and have them stored at the permit holder's expense.
- 5.20.4. If such equipment or supplies are not claimed within two (2) weeks after notice to the permit holder, the City reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including but not limited to administrative costs, incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the permit holder with payment due and payable in 30 days.
- 5.21. Sleeping or lodging is not permitted in any City Facility.
- 5.22. Permit holder must be present during the contract event at all times. Failure to be present may result in terminating the permit immediately and forfeiture of all room fees.
- 5.23. The City shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference or disability.

6. Plunge Rules

- 6.1. Patrons are not permitted on the deck or in the pool unless a ready-to-rescue lifeguard is on duty and present on deck.
 - 6.1.1. All patrons use the pool at their own risk.
- 6.2. All patrons must be registered on the City registration system and scan in at the front desk upon arrival and pay any applicable fees, prior to using any pool facilities.
- 6.3. Persons under the influence of drugs or alcohol are not permitted in the facility or in the pool.
- 6.4. Only City staff are allowed in the chemical room and office.
- 6.5. All patrons must comply with direction and instruction from aquatic staff.
 - 6.5.1. Do not intentionally distract the lifeguard staff.
- 6.6. Children ages 5 and up are not permitted in the locker room of opposite gender. Please use the family changing rooms.
- 6.7. Deck changing is not permitted.
- 6.8. Glass, gum, and alcohol are not allowed at the Plunge.
- 6.9. Walk while at the Plunge. Running is not allowed for safety reasons.
- 6.10. Climbing or sitting on the lifeguard towers and equipment is not allowed.
- 6.11. Store bicycles/scooters/skateboards/vehicles outside of the Plunge.
Bicycles/scooters/skateboards/vehicles are not allowed on deck nor left unattended in the locker room.
- 6.12. Personal belongings should not be left unattended in the locker room.
 - 6.12.1. Unattended items will be placed in the lost and found and may be disposed of in a manner deemed appropriate by the City.
- 6.13. Culver City is not responsible for lost or stolen goods.
- 6.14. Amplification of sound is not permitted unless the permit holder is renting out the entire facility.
- 6.15. No patrons with infectious diseases, diarrhea, vomiting, rashes, open sores, or bandages will be permitted to swim.
- 6.16. All oil, grease, and foreign substances must be removed from your body before entering the pool.
- 6.17. Only appropriate, clean swim wear allowed in pool (see #7 Swim Attire)
 - 6.17.1. Nude swimming is not permitted.
- 6.18. No diving except in designated areas and times.
- 6.19. No playing or sitting on steps or ladders in the pool.
- 6.20. No rough play, pushing, or dunking.
- 6.21. No artificial swimming flotation devices or foreign play equipment.
- 6.22. No spitting, spouting water, or blowing nose in the pool.
- 6.23. No hanging/sitting/pulling on lane lines.
- 6.24. Diving blocks for use only by permitted user groups.
- 6.25. Children under the age of 7 years of age must always be accompanied by an adult on a 1:2 ratio, the adult must always be within one arm's length of both children whether in water and on deck.
- 6.26. Children under 16 must always be accompanied by an adult, adult must be on pool deck.

- 6.27. No urinating/defecating in pool.
- 6.28. No excessive breath holding.
- 6.29. No chairs or umbrellas (personal handheld umbrellas are permitted), may be brought onto the deck.
- 6.30. No strollers are allowed on the pool deck or left unattended in the locker rooms.
- 6.31. Unattended children are not permitted on the pool deck.
- 6.32. Filming and photography are not permitted in the locker rooms unless the facility is rented by one organization.
- 6.33. No person shall train, instruct, or coach for compensation at the facility unless such person operated pursuant to a permit issued by the PRCS department (see Culver City Municipal Code #36).
- 6.34. Any injury occurring in the pool area must be reported to the pool management immediately.
- 6.35. Damaging City or Facility property. Persons caught breaking, defacing, or destroying property will be required to leave the Facility and may be criminally prosecuted.

7. Swim Attire

- 7.1. All persons on the pool deck and/or swimming in the pool must have on proper swim attire.
- 7.2. All persons using deck showers must have on proper swim attire; the removal or manipulation of swim attire is prohibited (i.e. pulling suit down, aside, or open to wash under suit).
- 7.3. All persons requiring a diaper must wear plastic diaper covers with elastic and proper swimwear.
- 7.4. Please remove any jewelry that may pose a safety hazard.
- 7.5. The following articles of swimwear are **not allowed** while swimming:
 - 7.5.1. Brazil/French-cut, thong-style, and/or translucent swimwear
 - 7.5.2. Street clothes
 - 7.5.3. Jeans and cut-off jeans
 - 7.5.4. Skirts
 - 7.5.5. Shorts
 - 7.5.6. Sports bras
 - 7.5.7. Leggings
 - 7.5.8. Leotards
 - 7.5.9. Dri-fit wear
 - 7.5.10. Compression shorts and shirts
 - 7.5.11. Mermaid tails
 - 7.5.12. Underwear and undergarments are not allowed to be worn under swimsuits.
 - 7.5.13. Regular diapers for children who are not potty trained.
 - 7.5.14. Shoes or sandals
- 7.6. Proper swimwear is required for the following reasons:
 - 7.6.1. Our facility is a multi-use family friendly facility and exposure of private parts is unacceptable at any time.

- 7.6.2. Street clothing is more absorbent making it heavy and potentially dangerous to swim in.
- 7.6.3. Street clothing is exposed to pollutants, bacteria, contaminants and chemicals that can disrupt pool chemistry.
- 7.6.4. Street clothing is susceptible to damage by pool chemicals.

8. Lap Swim

- 8.1. Lap swim is a specified time intended for continuous exercise and swimming.
 - 8.1.1. Stop mid lane only in an emergency.
- 8.2. Water walking and deep-water running is not permitted in the lap swim lanes.
- 8.3. Swimmers are not permitted to hang on the lane lines.
- 8.4. Select a lane appropriate to your speed.
- 8.5. Lanes must be shared; circle swimming is encouraged.
- 8.6. Masks, snorkels, fins, kickboards, and hand paddles are allowed during lap swim.
- 8.7. Starting blocks are not usable during lap swim.
- 8.8. Lap swim participants must be 13 years of age and older.
 - 8.8.1. Participants 12 and under may sign up for lap swim and must be accompanied by an adult in a 1:1 ratio. Participants may be asked to take a swim test.
- 8.9. Reservations are encouraged.
 - 8.9.1. Reservations must be made via the online registration program; all participants must have previously obtained a membership pass.
 - 8.9.2. Reservations can be made for the following week.
 - 8.9.2.1. Culver City residents registration opens Mondays at 7:00 a.m.
 - 8.9.2.2. Non-Culver City residents, registration opens Wednesdays at 7:00 a.m.
 - 8.9.3. Payment must be made at the time of booking.
- 8.10. The Culver City Plunge has implemented a standby process to fill any empty lanes on the day of.
 - 8.10.1. Being on the standby list does not guarantee entry.
 - 8.10.2. At 15 minutes before the hour, participants will be checked in on the standby list on a first-come, first-served basis.
 - 8.10.3. At 10 minutes past the hour, if space is available, Plunge staff will call standby participants in the order they appear on the list for that time slot.
 - 8.10.4. If a participant accepts a standby slot, they are required to pay at the time of entry. Please note this will take additional time that can impact the participant's time in the water.
 - 8.10.5. If a participant does not get in on standby and they wish to try standby for any subsequent time(s), they must check in at the Plunge front desk.

8.10.6. Participant needs to be present 15 minutes prior to the hour for the new standby time.

9. Recreation Swim

- 9.1. All persons entering the Plunge must pay the fee.
 - 9.1.1. Persons who require the assistance of an aid (for a disability), the aid will not be charged.
- 9.2. Children under the age of 7 must always be accompanied in the water by an adult on a 1:2 ratio, the adult must always be within one arm's length of both children in the water and on deck.
- 9.3. Children under 16 must always be accompanied by an adult, adult must be on pool deck.
- 9.4. A swim test will be given; upon passing, swimmers will be allowed to swim in the deep end of the pool. Swimmers who do not pass must stay in the shallow end.
- 9.5. Participants who are not potty trained must wear a swim diaper.
- 9.6. Diving, flips, twists, spins, and back diving are not permitted.
- 9.7. Any group or day camp must obtain a permit to attend rec swim (see #21 Days Camps and Groups).

10. Swim Lessons

- 10.1. Participants who are not potty trained must wear a swim diaper. Regular diapers are not permitted in the pool.
- 10.2. Staff make final decisions in level assignments for swim lessons.

11. Lockers

- 11.1. Patrons are not permitted to leave locks on lockers overnight. Locks will be cut off and locker contents will be placed into Lost & Found.
- 11.2. Unattended items will be placed in the lost and found and may be disposed of in a manner deemed appropriate by the City.
- 11.3. Personal grooming is not permitted within the facility. Personal grooming includes, but not limited to, cutting nails, coloring/cutting hair, washing clothes, exfoliating.

Rental Processes

12. Rental Procedures

- 12.1. Request must be made in writing, by completing the Plunge Rental Application.
- 12.2. Applicants must sign the Municipal Plunge Usage Policy and agree to all terms set forth.
- 12.3. Payment of a 50% deposit of all anticipated fees is due at the time of request. Should the rental be denied (see Denial of Facility Use), the deposit may be returned to the user.
- 12.4. Completion of a request and/or payment of a deposit does not guarantee the request will be granted.
- 12.5. Permit holder is responsible for procurement of and payment for all

- permits, licenses, and insurance required.
- 12.6. Final payment must be made 14 days or more prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
 - 12.7. A fee will be assessed for any returned checks (see Appendix A).
 - 12.8. Reservations may be made up to 90 days in advance.
 - 12.9. Rentals must be a minimum of one hour, then occur in 30-minute increments.
 - 12.10. Requests for rental submitted 14 or less prior to a rental should be paid in full, via cash or credit card, at the time of request.
 - 12.11. Time changes should be made in writing, a minimum of 14 days prior to the event. Changes will not be made on the day of.
 - 12.12. Usage of the Facility for longer than listed on the permit will result in additional fees and loss of the Damage Deposit.
 - 12.13. City staff are not assigned exclusively to each event, but available for maintenance purposes. PRCS Department may, in their sole discretion, require permittee to hire additional City Staff to be dedicated to their event at permit holder's expense.

13. Denial of Use

- 13.1. Denial of facility use may be made, but not limited to, the following reasons:
 - 13.1.1. The Facility is incapable of accommodating the proposed activity by the nature of the activity or by the reason of the number of people who will or probably will be attending.
 - 13.1.2. That by the nature of the activity, the Facility or its equipment may be endangered.
 - 13.1.3. If requestor fails to provide required documentation at least 10 days in advance of event date- the permit may be cancelled, the space released, and no fees will be returned.
 - 13.1.4. Another event is already scheduled for the requested date.
 - 13.1.5. That the requestor has previously used City facilities and failed to comply with City regulations.
 - 13.1.6. The City reserves the right to deny any user based on security concerns and/or safety concerns.
 - 13.1.7. CCMC § 9.10.010 The Department shall have the authority to revoke a park permit upon a finding of the violation of park rules and regulations, applicable laws, or conditions of any permit. Any person, group of organization violating park rules and regulations, applicable laws, or conditions of any permit shall be subject to the immediate revocation of park or park facility use privileges authorized by the permit, and any permit fees paid shall be nonrefundable.
 - 13.1.8. CCMC § 9.10.015 The Director, in his or her sole discretion, may declare any park, either in its entirety or a portion thereof, closed to the public or limited to certain uses, at any time and for any interval of time, either temporarily or at regular and stated intervals.

14. Check In and Set Up

- 14.1. All permit holders must check in at the start of their event with City staff.
- 14.2. Early entry is not permitted. Set up time must be included in the original request.
- 14.3. Permit holder must conduct a walk through/inspection with City staff upon arrival and prior to set up.
- 14.4. City staff will wait at site no more than 15 minutes after the beginning of the rental time. If permit holder is more than 15 minutes late the permit holder must check in at the supervision office or contact the registration office.
- 14.5. Facility Set Up arrangements must be submitted to Facility a minimum of 14 days prior to event date. Any changes in arrangements following these dates (i.e. equipment needs, room setup changes etc.) may result in additional charges.
- 14.6. City staff reserves the right to make changes to the diagram to ensure compliance with Fire and safety regulations.
- 14.7. Changes by the permit holder are not permitted after PRCS staff approval.
- 14.8. Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible nor will accept nor authorize pick up or drop off of supplies.
- 14.9. Ladders and scissor lifts will not be provided and are not permitted for any set up/decorating purposes.
- 14.10. All open flame / heating devices must comply with the following:
 - 14.10.1. No flammable or combustible liquids or gases allowed.
 - 14.10.2. Combustible materials must be kept at a safe distance.
 - 14.10.3. All tablecloths must be treated with a flame-retardant or be an approved flame-retardant material.
 - 14.10.4. Fire extinguishers, class A (Water) and multipurpose (ABC) type to be immediately available in the event of a fire emergency.
 - 14.10.5. A 30-minute fire watch is required after use of an open flame.
 - 14.10.6. Candles may be placed on a celebratory food item, candle may not exceed 5 inches in height, may be lit for the duration of singing a celebratory song.
 - 14.10.7. Candles may not be lit for longer than 60 seconds.
 - 14.10.8. Sparkler candles, or any candles emitting particles, are not permitted.
 - 14.10.9. Permit holder is responsible for ensuring that candles are extinguished and properly disposed.
 - 14.10.10. A Culver City Fire Department permit is required for all open flames, candles, fire, vehicles containing petroleum/gasoline. Please call Culver City Fire Department for more information (310) 253-5900. An approved permit must be submitted no less than 14 days prior to

event date.

15. Clean Up

- 15.1. Clean up should be concluded by the end of the rental time.
- 15.2. Clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
- 15.3. Clean up and removal of all equipment is the permit holder's responsibility.
- 15.4. The equipment, facility and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.
- 15.5. Cleaning of spillage, wiping of tabletops, removing all trash from floors and bagging the trash to be left in a designated area.
- 15.6. At the end of the permitted time, all personal/rental items must be removed from the facility. The City does not provide storage.
- 15.7. If excessive cleanup is required, you will be charged a cleanup fee (see Appendix A).
- 15.8. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.
- 15.9. If additional trash is generated, permit holder should bring additional bags to contain debris.
- 15.10. Any damage to facility and/or equipment will be deducted from Damage Deposit and if necessary, billed to permit holder for repair and/or replacement cost.

16. Refunds

- 16.1. Security deposits will be returned within 30 days of the conclusion of the permit, provided none of the terms of this Policy have been violated.
- 16.2. Security deposits will be issued back to the card of purchase or in the form of a check payable to permit holder for all cash and/or check payments. Checks may take 2-6 weeks to process.
- 16.3. Refunds for cancellations will be issued either in the form of a check to the permit holder, an account credit, or a refund back to the credit card of purchase. Checks may take 2-6 weeks to process.
- 16.4. Check refunds will not be processed until 14 days after the original check has cleared.

17. Cancellations

- 17.1. Cancellations or date changes must be in writing to be considered for a refund. Date changes will be considered a cancellation.
- 17.2. Please refer to the "Culver City Parks, Recreation, and Community Services Refund Information" website for more information.
- 17.3. Location/date/time changes can be made up to 7 days prior to rental for an additional processing fee. (See Appendix A).
- 17.4. The rescheduled rental must take place within 90 days of the original reservation date and date must be booked at the time of reschedule.

- 17.5. There will only be one rescheduling allowed per rental.
- 17.6. Refunds will not be granted in the event the rescheduled rental is cancelled.
- 17.7. If a written cancellation notice is received 14 days or more prior to the event, but not including the event date, you will receive a refund of the room rental fees minus a 15% processing fee (see Appendix A).
- 17.8. If a written cancellation notice is received 13 days prior to the event, but not including the event date, you will receive no refund of rental fees, the Damage Deposit will be refunded.
- 17.9. If a cancellation is made by the City, notice shall be given as far in advance as possible and a full refund shall be granted if other accommodations are not acceptable.
- 17.10. Notwithstanding the above, if the permit holder is not in compliance with the policies and regulations stated in this document, the City, acting by and through the PRCS Director or his/her designee, may cancel the reservation upon notice to the applicant, and all fee(s) previously paid by the applicant shall not be returned.

18. Food & Non-Alcoholic Beverages

- 18.1. Food and beverages may be consumed on the pool deck, or on the benches. Neither food nor drinks shall be consumed in the water.
- 18.2. If the permit holder intends to serve food and/or non-alcoholic beverages they must notify the PRCS department and pay applicable fees (see Appendix A).
- 18.3. Failure to notify the City and payment of the fee (see Appendix A) 14 days prior to the event, will result in no allowance of food and beverage.
- 18.4. Any outside vendor (i.e. caterer) will be required to provide proof of insurance (see Appendix B) and a Culver City business tax license.
- 18.5. No food and/or beverage is permitted to be sold in the Facility without a Special Event Permit (see Special Event Permit).
- 18.6. Food cannot be cooked on site (i.e. taco cart or pasta bar).
- 18.7. City does not provide access to water or electricity. The Plunge is not equipped with kitchen facilities.
 - 18.7.1. Washing/ rinses dishes in bathroom sinks or in the pool is not permitted.
- 18.8. Chaffing dishes with a self-contained chafing dish gel are permitted, open flames must be approved by Culver City Fire Department (see Set Up #14).
- 18.9. Neither permit holder, guests, nor outside vendors shall use, distribute or sell prepared food in any polystyrene food service ware or single use plastic while using Facility. Permit holder assumes responsibility for preventing the use, sale and/or distribution of polystyrene food service ware or single use plastic. Any damage/security deposits will be forfeited if the City staff determines that polystyrene food service ware or single use plastic was used, sold or distributed. No single use glass bottles are permitted to be sold or distributed.

19. Live Music / DJs / Amplification of Sound

- 19.1. Amplification is not permitted unless the permit holder has rented out the entire facility.
- 19.2. All users must comply with CCMC Noise Regulations 9.07.
- 19.3. For events involving live music or a DJ, City-contracted security guard(s) must be present for the duration of the rental, from the time guests arrive, until the end of clean up.
 - 19.3.1. Security is under the direction of City staff, not the renter.
- 19.4. The renter is responsible for payment of fees for security prior to the rental (see Appendix A). Outside security from the renter is not allowed on site, without prior written approval from the PRCS Director or his/her designee.
- 19.5. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits #21). The special event permit applications will be provided to you by the PRCS staff.
 - 19.5.1. A minimum of three weeks is required to process an application for a special event permit.
- 19.6. Music and live music must end 30 minutes before the end of the rental, or 12:00 a.m., whichever is earlier.

Specialized Rentals and Event Processes

20. Long Term Rental Organizations

- 20.1. It is the responsibility of each aquatic program participant and organization staff or volunteer to secure a Plunge membership card. Each time employees and participants enter Plunge facility, membership card must be scanned.
 - 20.1.1. Membership card may be obtained by providing identification and a liability waiver must be signed by each participant and/or their parent/guardian. Participants will not be granted access to Plunge without valid membership card.
- 20.2. Organization shall assume responsibility for the following:
 - 20.2.1. Supervision of organization participants using the pool. There shall be an organization representative on site when the Plunge is being used.
 - 20.2.2. Organization representative shall be in the facility prior to any participants entering and the last to leave the Plunge once all participants have been dismissed. Participants may not loiter or remain at Plunge unless re-scanning to participate in another program.
 - 20.2.3. Qualified instructors and other necessary personnel to carry out the program (see Definitions)
- 20.3. Report any emergencies, health or facility related, to Plunge staff immediately.
- 20.4. Designate two points of contact, only that one of the two must attend the required meetings.
- 20.5. Mandatory attendance at Monthly/Quarterly rental meetings.
- 20.6. Failure to attend the meetings may result in revocation of allotted rental time.

- 20.7. If there is a change in the point of contact, the City must be notified within 10 days by either of the original designated contacts of the name and contact information of the new person.

21. MOUs/ JUAs School Districts

- 21.1 For all organizations under a MOU or JUA, all guidelines set forth in the contract must be followed.

21. Day Camps & Groups

- 21.1. If you are interested in bringing a group (more than 10 participants) please contact Plunge staff at (310) 253-6680. See Rental Procedures #12 for information.
- 21.1.1. Groups will not be permitted to enter without a permit.
- 21.1.1.1. Permits take a minimum of two weeks to process.
- 21.2. All participants must be supervised at a 1:5 ratio of adult to youths
- 21.3. The user group representative is responsible for assisting in the enforcement of the Plunge rules & regulations.
- 21.4. The user group representative is responsible for the cleanliness of the facility and should walk through the Plunge after their groups visit.
- 21.5. If all participants have left before cleaning up, the user group representative must remain at the facility to complete this task.
- 21.6. The user group representative is responsible for their group and should not leave the Plunge until all of their participants have left, this includes the parking lot.

22. Lane Allocation Process for Long Term Renters

- 22.1. Quarterly, each organization must submit a Plunge Rental Application. Staff will review the application and notify applicants of final permitted space.
- 22.1.1. Applications should consider any special event dates and holidays schedule changes.
- 22.1.2. Submit applications for January through March on or before July 1; permit request will be approved/denied/modified by August 1.
- 22.1.3. Submit applications for April through June on or before October 1; permit request will be approved/denied/modified by November 1.
- 22.1.4. Submit applications for July through September on or before January 1; permit request will be approved/denied/modified by February 1.
- 22.1.5. Submit applications October through December or before April 1; permit request will be approved/denied/modified by May 1.
- 22.2. "In season sports" will be given priority over off-season sports.
- 22.2.1. Sports shall be classified per the C.I.F. (California Interscholastic Federation) for primary season and number of players per team.
- 22.2.1.1. Fall: Boys water polo

- 22.2.1.2. Winter: Girls water polo
- 22.2.1.3. Spring: Boys & girls swimming
- 22.2.2. NCAA (National Collegiate Athletic Association) will be utilized for sports not listed by C.I.F.
- 22.2.3. Sports not listed under the C.I.F. or NCAA may be allocated space seasonally based on number of active participants.
- 22.3. Lanes are allocated based on each organization's percentage of the total active participants (see Definitions) of all "in-season sports." Active participants from the previous year's same quarter will be used.
- 22.4. Organizations with Culver City active participants will be given priority.
- 22.5. Due to limited lane space, the City will allocate lanes on an "equal time per team" basis.
 - 22.5.1. This will ensure that each eligible organization receives a percentage of the lanes based on the percentage of active participants with that organization.
 - 22.5.2. Lanes will be issued in priority based upon Group Classifications and until all lanes are allocated.
 - 22.5.3. The City does not guarantee that every Organization will be allocated facilities or meet any organization's lane needs or a request.
- 22.6. New organizations planning to petition for Group C1 through C5 status or leagues anticipating a split to form a new league must submit to the PRCS Director and/or their designee, six (6) months prior to the estimated starting date for such new organization.

23. Lane Assignments and Unused/ Underused Lanes

- 23.1. Groups that identify their swimmers as novice will be given priority for the shallow water lanes.
- 23.2. Groups with intermediate and advanced swimmers will be given priority for deep water lanes.
- 23.3. If there are multiple groups with the same level of swimmers, lanes will be rotated weekly.
- 23.4. Water polo will be given priority for deep water use.
- 23.5. Lanes that are unused or underused (see Definitions) will be reallocated by City Plunge staff.
 - 23.5.1. Continual nonuse and underuse of lanes may constitute a reevaluation of lane allocations or a change in lane allocations for future quarters.
 - 23.5.2. Continual nonuse or underuse of lanes may constitute a reallocation of lanes for the remainder of the quarter and for future allocation purposes.

24. Long Term Rental Billing

- 24.1. Payments must be submitted to the PRCS Office before the 1st of

- the month. If payment is not received permits will be revoked.
- 24.2. Reservation changes include, but are not limited to: date, time, lanes, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change. 31 days or more prior to rental, no charge. 30 days or less, \$25 per change request. All changes requested less than 48 hours in advance will not receive a refund.
 - 24.3. On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after, the approved reservation time. No refunds or credits will be issued for early departure from an approved reservation permit.
 - 24.4. Notify pool staff 14 days prior to, staff will credit the organization's account.

25. Parking Lots

- 25.1. All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
- 25.2. CCMC 9.10.050 obstructing pathways in any public park is prohibited.
- 25.3. CCMC 9.10.055L driving any vehicle on any public park is prohibited.
- 25.4. In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 25.5. No amplified sound, live music, or DJs are permitted.
- 25.6. No City equipment is permitted in the parking lots or space(s).
- 25.7. Alcohol use is not permitted in parking lots.
- 25.8. Parking spaces are not reservable unless rented.
- 25.9. Rented spaces do not include staff, only entitles permit holder to reserve space(s).
- 25.10. Fees will be charged in accordance with the fee schedule (Appendix A).
- 25.11. Unless rented, the user organization must assure that guests utilize public parking areas.
- 25.12. All parking lots and spaces are open to the public, unless granted on permit.
- 25.13. Requests for lot(s) and/or space(s) must be made in writing.
- 25.14. Completion of a request does not guarantee the request will be granted.
- 25.15. Entire parking lots and/or individual spaces at the Veterans Memorial Complex (Building, Teen Center, Plunge, and Senior Center) must have accompanying facility rental.
- 25.16. City staff will demark spaces/ lots and is responsible for ensuring the spaces are available.
- 25.17. The City will not provide parking attendants.
- 25.18. Rented spaces must be specified 14 days in advance and all applicable fees must be paid in full (see Appendix A).
- 25.19. If the amenities, activities, or outside vendors are available to the public, a special event permit must be provided to the Facility no less than 14 days prior to the event (see Special Event Permit).

25.20. All outside vendors must provide required documentation (see Appendix C).

26. Special Event Permits

26.1. The City reserves the right to require any permit holder to obtain a Special Event Permit based on vendors, activities, number of attendees, and/or other factors. Please call the PRCS Department for more details.

26.2. If your event meets any of the following criteria, please call the PRCS Department.

26.2.1. The event is open to the public.

26.2.2. There is an entrance fee charged to the attendees to attend the event this includes any presale tickets or services sold offsite for the event.

26.2.3. There will be any food, goods, services or merchandise exchanging hands for a fee during the event.

26.2.4. The event is serving as a fundraiser including events where attendees pay their donations/fees offsite.

26.2.5. Auctions.

26.2.6. Fairs and/or Festivals.

26.2.7. Amplified sound.

26.3. A minimum of three weeks is required to process an application for a special event permit.

27. Filming & Photography Guidelines

27.1. Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.

27.2. Activities that require a film permit include, but are not limited to, commercial motion picture, television program, advertisement, music video, public service announcement, some commercial web-based productions, student films, commercial still photography, and news features.

27.3. Filming activity also includes the setup and dismantling of all equipment and the use of any parking lot at any park for base camp, catering, etc.

27.4. Permit exemptions are only for organizations and personnel with media credentials covering real-time breaking news. News features covering non-breaking news require film permits.

27.5. All filming permits must go through FilmLA.

28. Filming & Photography Process

28.1. Persons requesting to film must submit a film request application via the Culver City website.

28.2. A walk through will be scheduled and completed with parties knowledgeable on the proposed project.

28.3. Once activity, date, and time are approved by Culver City and the PRCS Department, permittee must submit an application to FilmLA and fulfill all requirements of FilmLA.

- 28.4. FilmLA will submit the completed application to the City for review and final approval.
- 28.5. Upon approval, permittee must submit payment in full prior to scheduled filming.

Terms and Conditions

29. Permit Holder Responsibilities

- 29.1. Permit holder shall ensure all attendees are in accordance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction over.
- 29.2. Permit holder is responsible for the conduct of all attendees. Disorderly conduct may be cause for loss of damage/security deposit and/or immediate cancellation of event.
- 29.3. Failure to vacate the premises will be grounds for arrest for trespass, the assessment of additional fees, and loss of security deposit.
- 29.4. Common courtesy is expected to be shown to neighboring renters and residents. All noise must be at a minimum level while in the permitted space.
- 29.5. If a complaint is received regarding your event and the Culver City Police are called in to maintain order, Permit holder may be held liable for the cost incurred by the Police Department for Officers' time.
- 29.6. Adults are responsible for watching, controlling and keeping their children from disrupting others at all times. Children must be under the supervision and control of adults for the duration of the rental.
- 29.7. Events where the majority of the participants are minors may be required to have security guards present during the event and cleanup.
- 29.8. Rental is for designed room(s) listed on permit only. Lobbies, hallways, and parking lots are for public access and cannot be blocked, used for equipment, or other activities. No loitering in halls, lobbies, parking lots or other outside park areas. Hallways may not be used for organized "waiting" or rehearsal areas.
- 29.9. The specific number of guests attending the event may not exceed the number indicated on the permit. Permit holder may be required to provide Facility with an alphabetized guests list, including children. Facility staff may also require a ticket sale manifest and/or ticket sale authorization codes.

30. Advertisements, Signage, & Decorations

- 30.1. No permit holder, nor attendees, may advertise the Facility phone number or contact information, for event information.
- 30.2. Advertising materials must be approved in writing by City staff before distribution. Any item posted which has not been approved will be removed and discarded.
- 30.3. Exterior signage and banners will only be approved for open-to-the public events scheduled in the main Auditorium and may only be displayed during the duration of the event. Arrangements for all exterior signage and banners must be pre-approved by PRCS Department a minimum of 14 prior to event

- date.
- 30.4. Permit holder may not attach signs nor place signage on exterior walls, doors, or the walls of interior or exterior hallways.
 - 30.5. No tape, nails, pins or staples may be used in walls or wood. Nothing may be hung from curtains. Absolutely no glitter, confetti, birdseed or rice is permitted on the property. Clean-up fees will be charged for the use of glitter, confetti, birdseed and rice.
 - 30.6. Changes, alterations, repairs, or defacement to any of the facility, its furnishings, or equipment thereof will not be permitted. The permit holder shall be held liable for expenses required to repair or replace the facility, its furnishing or equipment to its original condition.
 - 30.7. Flyers are not permitted to be distributed at Culver City properties to advertise events.

31. Insurance & Liability

- 31.1. Insurance certificates (see Appendix B) should be submitted to the PRCS Department no less than 14 days prior to the event date. Failure to secure insurance for event will result in the permit being cancelled.
- 31.2. All events open to the public will be required to provide insurance (see Appendix B).
- 31.3. All events where an outside vendor is invited to attend, free or fee based, will be required to provide insurance (see Appendix B).
- 31.4. At the discretion of the PRCS Director or his/her designee, insurance may be required for additional circumstances.
- 31.5. Permit holder agrees to indemnify, defend, hold harmless, release and discharge the City, and each of its elected and appointed officials, agents, officers and employees from any and all liability, claim, losses or judgements arising out of any personal injury, death, or damages to real or personal property resulting from permit holder's use of the Facility.
- 31.6. Permit holder agrees to pay for any and all damages to Facility and/or loss of any property and/or equipment of Facility resulting directly or indirectly from such occupancy and/or use of Facility.
- 31.7. Facility assumes no responsibility for loss and/or damages of any material or equipment brought onto City property.

32. Americans With Disabilities Act

- 32.1. City certifies City Facilities are a place of public accommodation and is accessible to persons with disabilities and in compliance with Title II & III of the Americans with Disabilities Act (ADA).
- 32.2. No facility user shall not render or allow any guests, contractors, agents, invitees to render the Facility inaccessible to persons disabled, or otherwise cause the Facility to be out of compliance with the ADA. In the event that permit holder or any of guests, contractors, agents, invitees or other persons it permits on the premises render Facility inaccessible to persons disabled or otherwise cause the Facility to be out of compliance with ADA, user shall

- immediately remedy the cause and return Facility to compliance.
- 32.3. Permit holder shall hold the City harmless from any and all damages, loss or liability of any kind whatsoever resulting from its actions or those exhibitors, contractors, agents, invitees or other persons its permits on the premises in rendering Facility inaccessible to persons disabled or otherwise causing Facility to be out of compliance with the ADA, and user will, at user's own cost and expense, defend and protect the City against any and all such claims or demands.
- 32.4. If you anticipate that a participant in your program will be unable to participate because some aspect of the Facility is inaccessible to them, please notify the Facility staff.

33. Good Neighbor Standard

- 33.1. The following Good Neighbor Standard is designed to ensure that the permit holders adhere to rules of conduct to promote the safe and pleasant enjoyment of the environment for all, including participants, spectators, neighbors and other park users.
- 33.2. It is the responsibility of the permit holder to educate attendees of this standard. Failure to abide by the standard may subject the permit holder to forfeiture of their permit and/or loss of privilege of future use of City facilities.
- 33.2.1. Permit holders are expected to be good neighbors by requiring participants to refrain from excessive noise, whistles or drums, prior to 8:00 a.m. Monday-Saturday; 9:00 a.m. Sunday.
- 33.2.2. Educate participants to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
- 33.2.3. All litter and debris must be picked up and deposited into trash receptacles or removed from the City premises.
- 33.2.4. Alcohol and smoking are not permitted on outdoor fields and open spaces.
- 33.2.5. All permit holders are responsible for the condition in which they leave the facility and adjacent neighborhoods.
- 33.2.6. No person shall park a motor vehicle in such a manner that violates the City of Culver City's parking laws and regulations. This includes blocking of resident driveways, public alleys, and sidewalks.
- 33.2.7. Permit holders shall work proactively and respectfully in cooperation with all parties to resolve issues as they arise.
- 33.3. City staff will be monitoring and documenting adherence to this standard.

34. Laws, Rules, Ordinances, & Regulations

- 34.1. Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 34.2. Permit holder shall work in accordance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction over Culver City related to and in the performance of the permit holder

agreement.

34.3. The Culver City Resolution 2015-R 002A commitment to operating its Parks, Recreation, and Community Services programs in a “bullying free” environment.

34.3.1. Bullying is aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. hitting, shoving), verbal assaults (e.g. teasing, name-calling), harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation.

34.3.2. The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

35. Culver City Municipal Codes

35.1. All users must abide by all Culver City Municipal Codes.

35.2. Alcoholic beverages are not permitted (CCMC 13.03.025).

35.3. All prohibitions CCMC Section 9.10.055.

35.3.1. No smoking in parks and recreational areas.

35.4. It is prohibited to conduct a business unless a permit has been obtained

35.5. No dogs or animals allowed in parks - CCMC Sections 9.10.400 and 9.10.600, service animals exempt.

35.6. The use of non-recyclable plastic food and polystyrene (“Styrofoam”) containers and single use plastics are prohibited CCMC 11.18.

35.7. Sidewalk vending ordinance (CCMC 11.21) is enforceable throughout Culver City limits.

35.8. If patrons need to report any municipal code violations, outside of PRCS hours, please call the Culver City Police Department non-emergency number at (310) 837-1221 or 911.

36. Consequences for Noncompliance

36.1. The purpose of section 36 of the Policy is to implement a systematic method of ensuring the Use of Municipal Plunge Policy is followed by all users. The City reserves the right to cancel or suspend permits based upon users violating the Policy. Notwithstanding this policy, the City reserves the right to revoke any user group’s right to use any City facility for any single serious violation, which causes damage to property or injury to person. No refund of fees will be given.

36.1.1. Incident One: A verbal warning will be issued by City staff to participant. If the participant is a minor and the parent is present, the parent will be notified.

36.1.2. Incident Two: If there are two instances of noncompliance in the same day, the participant(s) will be asked to leave the facility for the

remainder of the day.

36.1.2.1. If the participant is a minor, the parent will be notified in writing.

36.1.3. Incident Three: If incident three occurs within one month of incident two, Municipal Plunge usage will be suspended for 5 days.

36.1.3.1. If the participant is a minor, the parent will be notified in writing.

36.1.4. Incident Four: If incident four occurs within 3 months of incident two, Municipal Plunge usage will be suspended for a minimum of 7 days, based on severity of noncompliance.

36.1.4.1. A meeting shall be held with City staff and participant to discuss incident and how to prevent future incidents of noncompliance. If the participant is a minor, the parent/guardian must attend the meeting.

36.1.5. Incident Five: If incident five occurs within 6 months of incident two, Municipal Plunge privileges will be suspended for 365 days.

36.1.5.1. A meeting shall be held with City staff and participant to discuss suspension and how to prevent future incidents of noncompliance. If the participant is a minor, the parent/guardian must attend the meeting.

36.2. Failure to correct violations when advised and directed may also result in administrative charges, criminal prosecution, the issuance of a misdemeanor citation, and/or other legal action by the City Attorney's office.