

LICENSE AGREEMENT FOR CAMP HOST AND PARK HOST VOLUNTEER SERVICES

I/We, [NAMES OF VOLUNTEERS], hereinafter referred to as “VOLUNTEER(S),” understand and agree that I/We (am a/are) volunteer worker(s) of the County of San Diego, hereinafter referred to as COUNTY through its Department of Parks and Recreation, hereinafter referred to as “DPR.” This License Agreement (Agreement) is entered into between DPR and VOLUNTEER(S).

DPR and VOLUNTEER(S) AGREE AS FOLLOW:

- 1. LOCATION:** DPR hereby assigns to VOLUNTEER(S) a campsite located at [PARK FACILITY], [ADDRESS OF PARK FACILITY], (volunteering location) in the County of San Diego, State of California.
- 2. TERM:** The term of this Agreement is [MONTHS (#)] months commencing on [START DATE MONTH, DAY, YEAR], and terminating on [END DATE MONTH, DAY, YEAR]. VOLUNTEER(S) shall not occupy the volunteer campsite until after the execution of this Agreement and all current camping reservations are complete, which may be up to two weeks. Agreements may be renewed at the end of each term. Five years is the maximum VOLUNTEER(S) agreements may be renewed for a specific facility, at which time VOLUNTEER(S) must vacate the facility. Agreement renewals include assessing VOLUNTEER(s) service and verification of hours.
- 3. TERMINATION:** Either party may terminate the Agreement upon a 14-day written notice to the other party for any reason. In addition, the DPR Authorized Designee shall have the authority to terminate this Agreement upon a three (3) day written notice because of compelling circumstances.
- 4. TENANCY:** VOLUNTEER(S) acknowledges: (i) this Agreement is a license and is not a lease or rental agreement; (ii) VOLUNTEER(S) is/are not a tenant or resident; (iii) this Agreement does not convey an estate or interest in real property; (iv) VOLUNTEER(S) occupancy of the host site at the facility is incidental to and depends on VOLUNTEER(S) status as a volunteer; and (iv) DPR may terminate this license at any time in accordance with paragraph 3.
- 5. NO COMPENSATION:** VOLUNTEER(S) understand(s) and agree(s) that such volunteer work is done without compensation. VOLUNTEER(S) is/are not an employee of the COUNTY and are not entitled to any employment or other benefits because of volunteer services.
- 6. HOST SITE:** During the Term of this Agreement, VOLUNTEER(S) must utilize the assigned full-hookup campsite, which includes electricity, water, and sewer hookups, or partial-hookup site indicated in “Exhibit C,” where VOLUNTEER(S) may park a suitable recreational vehicle or park trailer with an applicable tow vehicle, described as a motor home or travel trailer in good repair, with a working kitchen, restroom (toilet), and a shower or bathtub, subject to the approval of the site supervisor or their designee during the term of this Agreement. (Refer to California Health and Safety Code, Section 18000 – 18014.5 for legal definitions of such vehicles or trailers.) If a tow vehicle is necessary to move the recreational vehicle, such as a travel trailer, the tow vehicle must be housed on-site to respond to an emergency evacuation or other event. The DPR Authorized Designee may approve alternatives to the tow vehicle. Host sites do not include propane or gas hookups, phone service, and/or internet service unless otherwise available and agreed to by DPR. VOLUNTEER(s) is/are responsible for parking and setting up their recreational

vehicle park trailer and hookup to provided utilities without the assistance of DPR. Notice of termination of the agreement in accordance with paragraph 3 also constitutes notice to vacate the site. VOLUNTEERS who continue to occupy the site beyond the termination of this agreement will pay the prevailing rental fee for the site or for a similar site and may be processed for removal in accordance with California Civil Code section 799.20 *et seq.*

7. **WAIVER OF CLAIMS:** VOLUNTEER(S) agree(s) to waive all claims and recourse against the COUNTY, including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to VOLUNTEER(S) activities and services with DPR, except claims covered by COUNTY provided workers' compensation, including loss or damage arising from the concurrent or sole negligence of the COUNTY, their officers, agents, and employees.
8. **INDEMNIFICATION:** VOLUNTEER(S) shall indemnify, hold harmless and defend the COUNTY, its officers, agents, and employees from and against all claims, demands, costs, expenses, or other liabilities arising out of VOLUNTEER(S) services with DPR, except for liability arising out of the sole negligence of the COUNTY, their officers, agents, or employees.
9. **VEHICLES:** VOLUNTEER(S) shall not be permitted to drive a private vehicle on DPR property until VOLUNTEER(S) presents their current operator's license, registration, and insurance to DPR. Private vehicles kept at the site must have current registration displayed. VOLUNTEER(S) understands that non-operable vehicles or vehicles listed as planned non-operable (PNO) are prohibited at the site or the facility. The DPR Authorized Designee may approve a commercial vehicle that is not personally owned, subject to approval from the vehicle owner. VOLUNTEER(S) are permitted to have two vehicles in the facility in addition to their recreational vehicle (if the recreational vehicle is a trailer, one of the vehicles must be the tow vehicle to the trailer). The DPR Authorized Designee may approve any additional vehicles. All personal and commercial vehicles must be parked in an area designated by the DPR Authorized Designee.
10. **PETS:** "Pet" means a dog, cat, bird, domesticated pygmy goat, pot-bellied pig, or another animal. No pets or livestock of any kind may be kept on the site without the prior written consent of an authorized DPR representative. Pet approval will be limited to **[NUMBER OF PETS (#)]** pet(s). All pets must be domesticated. DPR will approve the size and breed. Exotic and potentially dangerous pets are not allowed under any conditions. No person shall bring a dangerous dog, as defined in section 62.602, or an attack dog, guard dog, or sentry dog, as defined in Health and Safety Code sections 121875 *et seq.*, into a County Park, or allow any of these types of dogs to remain in a County Park. Livestock, such as horses, will be considered on a case-by-case basis if the DPR facility has the appropriate infrastructure to meet the minimum standards of care for horses.

Pet(s) must be licensed, vaccinated, and otherwise cared for and maintained as required by law. VOLUNTEER(S) agrees to provide DPR with evidence of vaccination annually for the DPR'S file. Pet(s) is/are subject to San Diego County Code of Administrative Ordinances, Title 4, Division 1, Chapter 1, Article 1, SEC. 41.123. Pets and Other Animals. DPR maintains the ability to terminate the Agreement for any reason per item 3 of this Agreement, including but not limited to violation of the above administrative ordinance regarding pets and other animals, an attack or bite of a person, a public nuisance including an attack of another animal, escaping the campsite, not cleaning up after the pet, or damage to DPR-managed property.

11. **MAINTENANCE AND IMPROVEMENTS:** VOLUNTEER(S) shall maintain a clean and orderly site. With approval from the site supervisor, VOLUNTEER(S) may use DPR-owned equipment to maintain the site in accordance with all safety procedures and adequate training. VOLUNTEER(S) must have prior written approval by the DPR Authorized Designee and be reviewed by DPR for any structural changes to a volunteer site. VOLUNTEER(S) shall not erect any structure pursuant to Sec 41.122.
12. **NOTICES:** All notices required under this Agreement, including change of contact information and notice of vacating/terminating services, shall be in writing, and all notices shall be made as follows:
- a. All notices to VOLUNTEER(S) shall be delivered or mailed to:

[NAME OF VOLUNTEERS]
[USPS MAILING ADDRESS OF VOLUNTEERS]
[EMAIL ADDRESS OF VOLUNTEERS]
 - b. All notices to DPR shall be delivered or mailed to:

**County of San Diego Department of Parks and Recreation
Volunteer Services Program
5500 Overland Ave., Suite 410
San Diego, CA 92123
ParksVolunteer@sdcounty.ca.gov**
13. **RESPONSIBILITIES:** VOLUNTEER(S) required responsibilities include, but are not limited to:
- Provide a minimum of 20 hours of volunteer service per week. If two or more VOLUNTEERS occupy a site, hours may be shared with the individuals signing the Agreement.
 - Perform essential duties identified in the “Camp and Park Host Volunteer Assignment Description,” attached as Exhibit “B” and hereby incorporated into this agreement.
 - Perform additional duties identified in the “Camp and Park Host Volunteer Assignment Notices and/or Additional Duties,” attached as Exhibit “C” and hereby incorporated into this agreement.
 - Complete all assigned training. Consult with the supervisor before undertaking any tasks beyond the training received from DPR.
14. **OCCUPANCY:** No persons other than VOLUNTEER(S) listed on this Agreement shall occupy the site full-time. VOLUNTEER(S) understand(s) and agree(s) that no additional family members or friends can move in without prior written approval from the DPR. As identified in paragraph “4”, VOLUNTEER(S) and all occupants accept they are not tenants or residents. All individuals over 18 will be registered as COUNTY volunteers, subject to a background check and potentially a medical screening. Below are the approved additional family members or individuals who may occupy the site on a full-time basis for the duration of this license:
- a. Authorized occupants (Full Name and Status)
[NAMES OF ADDITIONAL OCCUPANTS]

15. **COMPLIANCE WITH THE LAW:** VOLUNTEER(S) shall not use or permit the use of the site for an illegal purpose and shall comply with all federal, state, and local laws and ordinances concerning the said property and use thereof. In addition, VOLUNTEER(S) shall comply with all COUNTY ordinances, including section 41.117 of the COUNTY Code, that possession of weapons (e.g., firearms, archery equipment, etc.) is prohibited in County parks. Information on DPR rules and regulations can be found at <https://www.sdparks.org/content/sdparks/en/AboutUs/RulesandRegulations.html>
16. **SIGNS AND ADVERTISING:** VOLUNTEER(S) shall not erect or display or permit to be erected or displayed on the site any flags, signs, or advertising matter of any kind without first obtaining the written consent of the DPR Authorized Designee.
17. **REMOVAL AND ABANDONMENT OF RECREATIONAL VEHICLE, PROPERTY, ETC.:** Per SEC. 41.154, DPR may move any trailer, vehicle, tent, or other personal property left at a campsite after a camping permit or license agreement expires. The property owner shall pay DPR for the costs incurred in moving and storing the property. Any property not claimed by the owner within 30 days after the camping permit or license agreement expires may be deemed abandoned and disposed of according to law or retained by the County.
18. **SEVERABILITY:** This Agreement shall be governed and construed in accordance with the laws of the State of California. In the event any provision of this Agreement or the application of any provision to any signatory hereto shall be held by a court of competent jurisdiction to the contrary to any applicable California or Federal law, the remaining provisions of this Agreement shall remain in full force and effect.

THIS AGREEMENT CONTAINS THE ENTIRE UNDERSTANDING BETWEEN THE PARTIES HERETO, AND NO TERM OR PROVISION HEREOF MAY BE CHANGED, WAIVED, DISCHARGED, OR TERMINATED UNLESS STATED IN WRITING AND EXECUTED BY BOTH PARTIES HERETO.

_____	_____
Date	Date
_____	_____
Volunteer Name (type/print)	Volunteer Name (type/print)
_____	_____
Volunteer Signature	Volunteer Signature

Date	

Tony Richardson - Coordinator, Volunteer and Public Services Department of Parks and Recreation	
DPR Authorized Designee (type/print)	

DPR Authorized Designee Signature	

EXHIBIT A: ONBOARDING DOCUMENTATION FOR CAMP HOST & PARK HOST

CHECKLIST	SUBMITTED		DATE RECEIVED	DATE OF EXP.
DPR Volunteer Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Background Check Packet	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Background Packet Coversheet Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
DOJ/Background Clearance	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Medical Disclosure	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Medical Screening Request Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Email: Document Requests to Host(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Medical Clearance / Limitation Notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
ID/Access Card Request (Picture(s))	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
ID/Access Card Registration Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
ID/Access Card Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Volunteer Assignment Description	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Summary of Policies and Volunteer Confidentiality Acknowledgement	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Volunteer Status Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
County of San Diego Code of Ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Volunteer Handbook	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Authorization to Drive a Vehicle	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Authorization to Drive Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Copy of Driver's License	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Proof of RV registration	(type)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of RV insurance	(type)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of vehicle registration #1	<input type="checkbox"/> Tow	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of vehicle insurance #1	<input type="checkbox"/> Tow	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of vehicle registration #2		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of vehicle insurance #2		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of pet license		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of pet vaccination		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Camping Fees or Reservation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Volunteer Assessment Form - Renewal		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
License Agreement		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DISTRIBUTED/SCHEDULED ITEMS	APPROVED		DATE READY	NOTES
Authorization: Authorized to Drive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Computer Access, including Camava?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Uniform: ID/Access Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Uniform: ID/Access Card – Access Notes				
Uniform: DPR Name Badge	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Uniform: Work Shirt(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Uniform: Polo Shirt(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Uniform: Cap(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

EXHIBIT B
Camp and Park Host Volunteer Assignment Description

PURPOSE

To support the County of San Diego Department of Parks and Recreation (DPR) mission and vision while assisting staff (employees and volunteers) in the operation of parks and recreation facilities.

DISTINGUISHING CHARACTERISTICS

The primary role of a campground host (camp host) or park host is to provide park visitors with information, assistance, and services. This is accomplished by encouraging compliance with park rules and regulations, acting as a contact if emergencies occur when a ranger or site supervisor is off duty, and collecting fees from visitors when trained and authorized. Camp Hosts are typically located in a campground, and Park Hosts are found in a local park, regional park, preserve, or attached to a nature or community center operated by DPR facilities that do not have a campground. Depending on the location, additional host roles may include staffing a nature center or historical site, interpreting natural and historic resources, maintaining facilities and landscaping, removing litter, making simple repairs, and performing light housekeeping and janitorial duties or other work as assigned to support park operations. Hosts may be specialized, such as maintenance-focused, interpretive/education-focused, or recreation-focused options, which will be indicated in recruitments and host agreements.

Camp and Park Host volunteers must fulfill a minimum of 20 work hours per week and stay on-site in an assigned full-hookup campsite, where hosts may park a suitable motorhome or travel trailer in good repair, with kitchen, bathroom, and shower facilities, subject to approval by the site supervisor.

ESSENTIAL DUTIES

- Depending on the area of assignment, duties may include, but are not limited to, the following:
- Provide courteous, high-quality service to members of the public by personally responding to requests for service or appropriate referrals.
- Collect fees and provide information to the public concerning park facilities. Assist with the campground reservation system when authorized and trained by DPR on the reservation system.
- Answer inquiries and provide information on park services, rules, and regulations in person and over the phone.
- Observe established procedures to ensure the safety and security of visitors.
- Interpret the natural and historical features of the park to visitors by assisting in the development and planning of natural science, historical, conservation, and environmental education interpretive programs for parks, nature and community centers, and wildlife reserves operated by DPR, including the preparation materials for educational programs and exhibits.
- Provide support for DPR-hosted special events.
- Communicate potential or actual problems to a ranger or site supervisor. Hosts do not enforce park rules or regulations but educate customers about them.
- Performs minor repairs/improvements and maintains the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (restrooms, showers, offices, parking lots, benches, shelters, cabins, and other park facilities and grounds) using and operating hand-held manual and power maintenance and landscaping tools.
- Opening and closing gates and facilities, including parks, nature centers, restrooms, etc.

RECRUITING GUIDELINES

- Knowledge of simple record-keeping procedures and basic arithmetic.
- Ability to use electronic devices including computer, multi-line phone, printer, and fax machine
- Ability to: read, understand, and apply regulations about the use and operation of County parks; keep accurate records according to prescribed procedures; explain regulations, policies, and procedures tactfully and courteously; work with little supervision.
- Ability to communicate effectively in English. Bilingual abilities are valued.

OTHER REQUIREMENTS

- Must be over 18 years of age.
- Must be able to lift 50 pounds.
- Must own a suitable recreational vehicle or park trailer with an applicable tow vehicle, described as a motor home or travel trailer in good repair, with kitchen, bathroom, and shower facilities, subject to the approval of the site supervisor or their designee. (Refer to California Health and Safety Code, Section 18000 – 18014.5 for legal definitions of such vehicles or trailers.)
- Available five days a week, including most weekends and holidays, to assist with volunteer duties as assigned.

PRE-VOLUNTEERING

Host Volunteers must complete the “Licensing Agreement for Campground and Park Host Volunteer Services” with DPR before occupying the campsite and starting the assignment.

All individuals living onsite will be registered as volunteers and contingent upon successfully completing a criminal background investigation involving fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from volunteering with the County). Some assignments may require the completion of a medical screening.

DPR RESPONSIBILITY

- Prepare and train volunteers through orientation, tour, and on-the-job training.
- Organize and schedule volunteers in an efficient and timely manner.
- Provide the tools necessary for volunteers to complete assignments.
- Evaluate staff (employees and volunteers) performance.
- Recognize and reward volunteers as valued members of the staff team.

VOLUNTEER'S RESPONSIBILITY

- Work a minimum of 20 hours per week per site. If two or more volunteers occupy a single site, they may share this.
- Work schedule set by site supervisor or designee that could include weekdays, weekends, and holidays.
- Provide their own suitable recreational vehicle or park trailer, described as a motorhome or travel trailer in good repair, with kitchen, bathroom, and shower facilities, subject to the approval of the site supervisor or their designee.
- Provide excellent customer service to staff and park visitors; return loaned supplies and tools.
- Provide their transportation and operate County-owned vehicles or equipment during work hours if authorized.

EXHIBIT C:
Camp and Park Host Volunteer Assignment Notices and/or Additional Duties

SAMPLE

EXHIBIT D: RENEWAL VERIFICATIONS FOR CAMP HOST & PARK HOST

AGREEMENT TERM	Start Date:		End Date:									
VOLUNTEER HOURS VERIFICATION												
Volunteer Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTAL HOURS												
VOLUNTEER ASSESSMENT												
VOLUNTEER NAME	SUBMITTED		DATE RECEIVED	NEXT ASSESSMENT	OVERALL RATING							
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
NOTES:												

AGREEMENT TERM	Start Date:		End Date:									
VOLUNTEER HOURS VERIFICATION												
Volunteer Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTAL HOURS												
VOLUNTEER ASSESSMENT												
VOLUNTEER NAME	SUBMITTED		DATE RECEIVED	NEXT ASSESSMENT	OVERALL RATING							
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
NOTES:												

AGREEMENT TERM	Start Date:		End Date:									
VOLUNTEER HOURS VERIFICATION												
Volunteer Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTAL HOURS												
VOLUNTEER ASSESSMENT												
VOLUNTEER NAME	SUBMITTED		DATE RECEIVED	NEXT ASSESSMENT	OVERALL RATING							
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
	<input type="checkbox"/> Yes	<input type="checkbox"/> No										
NOTES:												