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San Diego Unified Port District
Document No. 54373
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Office of the District Clerk

BPC Policy No. 453

SUBJECT: USE OF THE SAN DIEGO UNIFIED PORT DISTRICT'S (DISTRICT) SPRUNG STRUCTURES

PURPOSE: To establish a policy governing the use of the District's two sprung tent structures.

POLICY STATEMENT:

1. The sprung structures are intended for community/civic functions within the District's member cities. Use is restricted to the time period when the structures are not being used as a homeless shelter under the City of San Diego's Winter Shelter Program.

2. Requests for the use of the sprung structures will be addressed to the District's Director of Marketing. Due to long set-up time requirements, requests will be submitted at least thirty days in advance of the need for the structures.

3. The District will process requests for the use of the sprung structures on a first-come, first-served basis. Requests may be made up to six months in advance of the scheduled use. All requests will be considered tentative until such time as the requester has received a fully executed permit from the Port's Executive Director or designee.

4. The District will restrict use of the its sprung structure to areas within District member cities.

5. The District will assess rent on a per structure, per calendar day basis, to include days for installation and tear-down activities. The rental rate is set forth in the attached fee schedule.

6. The District is responsible for delivery and pick-up of the structures. The fee for delivery and pick-up is set forth in the attached fee schedule.

7. The user is responsible for installation and tear-down activities. The District will provide the user with the necessary installation and tear-down information at the time of permit application. The District will also require the attendance of technical support staff from the manufacturer during installation and tear-down of the structures, at the expense of the user.

8. The user is responsible for ensuring that the installation site and intended use of the sprung structures are consistent with the manufacturer's recommendations.

9. The user shall provide public liability and structural coverage in the form and amount acceptable to the District. The policy must specifically identify the San Diego Unified Port District as an additional insured.

10. This policy does not apply to use of the sprung structures for events that are exclusively sponsored by the District. The rental fee shall be waived for events that are exclusively sponsored by the District's member cities; however, all other fees and provisions shall apply.

11. Fees under this policy will be reviewed annually.

RESOLUTION NUMBER AND DATE: 2008-276, dated December 2, 2008 (Supersedes BPC Policy 453, Resolution 98-148, dated June 9, 1998)

Attachment

SAN DIEGO UNIFIED PORT DISTRICT
PERMIT FEE SCHEDULE FOR PUBLIC SPRUNG STRUCTURES

1. The District will assess rental fees of $200 per structure per calendar day, to include days for installation and tear-down activities.

2. The District is responsible for deliver and pick-up of structures. Delivery and pick-up fee per structure is $2,000.

3. The user is responsible for installation and tear-down activities*. The District will inform the user of the necessary installation, tear-down information and technical requirements, at the time of permit application.

4. The District will require the attendance of technical support staff from the manufacturer during installation and tear-down activities, at the expense of the user.

* Installation and tear-down is labor and cost intensive. Installation and tear-down activities per structure involve following estimated costs and man hours: 800 man hours, $4,800 in equipment rental costs and $7,500 in technical support staffing from the manufacturer.

(1)

REFERENCE
COPY
54373

Re Amendment of BPC Policy 453,]
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Use of the San Diego Unified Port]
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District's (District) Sprung Structures]
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RESOLUTION 2008-276

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That Board of Port Commissioners Policy No. 453, Use of the San Diego Unified Port District's (District) Sprung Structures, as amended, (formerly entitled Use of the District's Sprung Structures) a copy of which is on file in the office of the District Clerk, is hereby adopted.

ADOPTED this 2nd day of December, 2008.

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12/2/08