



City of Arts & Innovation

City of Riverside – Municipal Airport

ACTIVITY/EVENT PERMIT REQUEST APPLICATION

Please print legibly in ink



City of Arts & Innovation

This Activity Request should be submitted to the Riverside Municipal Airport no less than at least 30 calendar days prior to the date requested in order to ensure adequate approval time. If this request is approved a Riverside Municipal Airport Activity/Event Permit outlining the rules, regulations and fees will be forwarded to the applicant. Pending staff review, security services and liability insurance may be required. Do not advertise your event until a signed application has been approved. Airport rules on the back of this form must also be reviewed and acknowledged prior to approval. The Airport Activity/Event Permit Request Application is a supplemental form to the City-Wide Special Event Application which is required to be submitted at least 90 calendar days in advance. A City-Wide Special Event Application may be required and is the responsibility of the applicant to complete/submit. Please initial that you have read and understand the information above. Initial: \_\_\_\_\_

Riverside Air Service FBO/Commemorative Air Force Only: a completed application must be submitted for informational purposes no less than 30 calendar days prior to event date. Additional special event permits may apply.

Organization: \_\_\_\_\_ Non-Profit #: \_\_\_\_\_
Applicant Name: \_\_\_\_\_ Street Address: \_\_\_\_\_
Primary Phone: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Secondary Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
Alternate Contact Name: \_\_\_\_\_ Alternate's Phone: \_\_\_\_\_

Facility: \_\_\_\_\_ Event Location: \_\_\_\_\_
Entry Gate: \_\_\_\_\_ Map Attached:  YES  NO

Single Use Event Schedule
Day of Week: SUN MON TUE WED TH FRI SAT
Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Event: \_\_\_\_ am/pm to \_\_\_\_ am/pm
Clean Up: \_\_\_\_ am/pm to \_\_\_\_ am/pm
Recurring Use
Check One:  Daily  Weekly  Monthly
Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Comments: \_\_\_\_\_

Event Title: \_\_\_\_\_ Total Number of Guests: \_\_\_\_\_ Hangars max - 50 people
Is the event open to the public?  YES  NO Will admission be charged?  YES  NO
Will anything be delivered?  YES  NO Will guests have access to airfield?  YES  NO
Will there be food?  YES  NO If yes use comment section below to identify how guest movement will be restricted to event site.
How will the event be advertised?  Flyers  Invitations  Word of Mouth  Social Media  Other: \_\_\_\_\_
Will there be live entertainment (DJ/Band)?  YES\*  NO \*Must comply with Riverside Municipal Code 7.3.015
Is there an event social media page or website?  YES  NO Webpage Address: \_\_\_\_\_
If you answered yes to any of the above questions please explain: \_\_\_\_\_

Alcohol Permit\* Request: Will alcohol be served at the event?  YES (Security guards will be required)  NO
(Additional fees apply) Will alcohol be sold at the event?  YES (Security guards will be required)  NO
\*Service or consumption of alcohol by minors are subject to citation and may result in termination of tenant lease.

Acknowledgement: I hereby state that the information above is correct to the best of my knowledge.
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF USE ONLY
AERA Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_
Approved by Director: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_ Insurance Binder Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_
Security Scheduled: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_ Deposit Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_
Staff Notes: \_\_\_\_\_

## Chapter 12.04 - AIRPORT REGULATIONS

**12.04.010 - Rules and regulations adopted—Airport Manager defined.** The rules and regulations set out in this title are established and adopted for the use of the Riverside Municipal Airport, referred to in this title as the "airport". All persons using the airport or any facilities thereon in any manner, including the operation of aircraft or motor vehicles, shall obey all applicable rules and regulations herein established or adopted. "Airport Manager" means the Director of the Riverside Municipal Airport or the authorized representative of said Airport Manager. (Ord. 7362 § 4, 2017; Ord. 5661 § 1, 1988; prior code § 5.1)

**12.04.020 - Purposes of airport.** The Riverside Municipal Airport shall be conducted as a public use facility for the promotion and accommodation of civil aviation and associated activities. (Ord. 6773 § 1, 2004; 5661 § 1, 1988; prior code § 5.2)

**12.04.030 - When open for public use.** The Airport shall be open for public use during all reasonable hours of the day and night, subject to such restrictions due to inclement weather, condition of the landing area, presentation of special events and like causes, as may be determined by the Airport Manager. (Ord. 7362 § 4, 2017; Ord. 5661 § 1, 1988; prior code § 5.3)

**12.04.040 - Flying kites, moored balloons, model rockets, and ultralights at airport.** No person shall release or fly or cause to be released or flown, within five miles of the airport, any moored balloons, kites, unmanned rocket, or unmanned free balloon which might be ingested by an aircraft engine or might cause a pilot's view of the airport and zone approach to be obstructed, or which could be used to suspend an object capable of endangering airborne aircraft or impairing a pilot's vision. The provisions of 14 CFR Part [101](#) relating to moored balloons, kites, unmanned rockets and unmanned free balloons shall be met.

The operation of ultralight aircraft on the airport shall be permitted only from a site designated by the Airport Manager. Ultralight aircraft with an official identification number and a two-way radio shall be controlled as any other heavier-than-air aircraft. The provisions of 14 CFR Part [103](#) shall strictly apply to all ultralight aircraft operating at the airport, as well as Sections 21012 and 21661 of the Public Utilities Code of the State of California. (Ord. 7362 § 4, 2017; Ord. 5661 § 1, 1988; prior code § 5.3-1)

**12.04.045 - Flying of model aircraft and civil unmanned aircraft systems (UAS).** Flying of model aircraft within Riverside City limits shall conform to the Federal Aviation Administration (FAA) Advisory Circular 91-57A, dated September 15, 2015, or as subsequently amended; and if flown within five miles of the airport, the operator shall first notify the FAA Air Traffic Control Tower. For the purpose of this chapter, Model Aircraft shall mean any unmanned aircraft (1) capable of sustained flight; (2) flown within visual line of sight of the operator; and (3) flown for hobby or recreational purposes.

Flying of civil Unmanned Aircraft (UA) within Riverside City limits shall conform to FAA certification requirements, obtain appropriate exemptions from the FAA and notify the FAA Air Traffic Control Tower. For the purpose of this chapter, civil Unmanned Aircraft shall mean an unmanned aircraft operated by any person for any purposes other than strictly hobby or recreational purposes, including but not limited to commercial purposes or in furtherance of, or incidental to any business or media service or agency. (Ord. 7362 § 4, 2017)

**12.04.050 - Special services and facilities.** Special services may be provided on such terms as the City Council may prescribe from time to time. (Ord. 5661 § 1, 1988; prior code § 5.4)

**12.04.060 - Commercial and business activities require permits and licenses.** No person shall use the airport as a base for the carrying on of commercial and business activities, for the carrying for hire of passengers, freight, express or mail, for instruction in aviation in any of its branches, for the sale of fuels, refreshments or any commodity or service or for any other commercial purpose unless a lease, permit or license to conduct such business on the airport has been granted by the City. All business activity shall conform to the minimum standards established by the City. (Ord. 5661 § 1, 1988; prior code § 5.5)

**12.04.070 - Indemnification of City.** The privilege of using the airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof, and such user shall release, hold harmless and indemnify the City, members of the City Council and the Airport Commission, its officers and employees, from any liability or loss resulting from such use, as well as against claims of third persons so using the airport. The exercise of the privilege of use shall constitute an acknowledgment that the City maintains the airport in a governmental capacity. (Ord. 5661 § 1, 1988; prior code § 5.6)

**12.04.080 - Advertising and signs.** No signs, posters or other advertising material shall be posted or distributed on the airport without prior permission of the Airport Manager. The granting of such permission by the Airport Manager shall not relieve the person posting or distributing such signs, posters or other advertising materials from complying with any other applicable law or ordinance. (Ord. 7362 § 4, 2017; Ord. 5661 § 1, 1988; prior code § 5.7)

**12.04.090 - Damage to airport property.** Any person damaging any airport light, fixture or other airport property shall report such damage to the Airport Manager's office immediately or in no event later than the beginning of the next business day and shall be fully responsible for any costs required to replace or repair the damaged property. (Ord. 7362 § 4, 2017; Ord. 5661 § 1, 1988; prior code § 5.8)

**12.04.100 - Entering restricted areas.** A. No person shall enter any airport taxiway, runway, heliport, safety area or movement area, as defined by the Federal Aviation Administration, on foot, in a motor vehicle or bicycle or by any other means unless permission of the Airport Manager was first secured. B. The Airport Manager is authorized to deny access to and prohibit the use of the airport to any person or firm which enters said restricted areas in violation of subsection A of this section. (Ord. 7362 § 4, 2017; Ord. 5982 § 1, 1992; Ord. 5661 § 1, 1988; prior code § 5.9)

**12.04.110 - Aircraft owners to adhere to airport rules.** It shall be the responsibility of all aircraft owners, operators and users of the airport to become familiar with and adhere to the rules and regulations hereinafter set forth. (Ord. 5661 § 1, 1988; prior code § 5.10)

### 12.04.120 - Motor vehicle regulations.

- A. Unless authorized by the Airport Manager, no motor vehicles shall be operated on the airport except on roadways, parking areas or places that are designated for such vehicles.
- B. No person shall operate any vehicle on the airport in a careless or negligent manner, in disregard for the safety of others, in excess of posted speed traffic signs and in no event in excess of 25 miles per hour. On ramps or near building areas, the maximum speed shall not exceed 15 miles per hour.
- C. Motor vehicles on the airport shall always yield the right-of-way to aircraft on the ground or in the process of landing or taking off.
- D. Any accident involving motor vehicles on the airport shall be reported to the Airport Manager.
- E. Except as hereinafter set forth, motor vehicles on the airport shall only be parked in a manner and in areas so designated for such purpose. Fuel tank trucks, automotive or aircraft fuel tenders and trucks delivering flammable materials are prohibited from entering or being parked or stored in hangars. Vehicles and fuel and service vehicles owned and/or operated by the fixed base operators may be parked in their leased areas. Vehicles parked in uncovered areas will be required to display the aircraft parking space number on the vehicle. Aircraft owners who rent hangar space from a fixed base operator may be permitted to park one vehicle within that hangar space at the discretion of the fixed base operator with the reservation that any and all such vehicles would be under the control of the fixed base operator; also, if any car is to be locked, the keys shall be in the possession and control of the fixed base operator and such fixed base operator shall be responsible for compliance with this regulation.
- F. All visitors, aircraft owners, and employees utilizing the terminal area of the airport must park in designated parking spaces. No motor vehicle shall be left unattended in any area designated as a taxiway between hangar rows or parking areas.
- G. Illegally-parked vehicles at the airport may be issued parking violation citations or moved to designated parking areas. A charge for such towing may be levied, and the airport shall not assume any liability for damage while moving such vehicles.
- H. Motor vehicles operated on the airport shall be appropriately licensed and shall comply with the insurance requirements imposed by the State of California for the operation of motor vehicles on the public street. Any operator of a motor vehicle on the airport shall furnish the Airport Manager with evidence of

compliance with the insurance requirements if requested by the Airport Manager. (Ord. 7362 § 4, 2017; Ord. 6554 § 3, 2000; Ord. 5661 § 1, 1988; Ord. 3622 § 1 (part), 1969; prior code § 5.12)

**12.04.130 - Fire regulations.** Conformance with the Uniform Fire Code as adopted by the City is required of all users of the airport. (Ord. 5661 § 1, 1988; Ord. 3622 § 1 (part), 1969; prior code § 5.13)

**12.04.140 - Restrictions on aircraft cleaning and/or washing.** A. *Findings*. The Council finds that the cleaning and/or washing of aircraft at the Riverside Municipal Airport, except for the approved washracks, could result in the introduction of fuel, oil and other contaminants of hazardous substances into the storm drain system. It is therefore, necessary to regulate the cleaning and/or washing of aircraft and to control the discharge of wastes into the public sewer and storm drain systems as set forth in [Chapter 14.12](#) of the Riverside Municipal Code. B. *Approved washracks*. All cleaning and/or washing of aircraft is prohibited on any area of the airport except for the approved washracks. C. *Prohibited activity*. The cleaning and/or washing of aircraft is prohibited on any area of the airport except for the approved washracks. D. *Violation*. Every person who cleans and/or washes aircraft in any area of the Riverside Municipal Airport, except the approved washracks shall be in violation of the provisions of this section. Each incident shall be a new and separate offense. E. "Cleaning" or "washing" an aircraft means the use of water together with solvents or cleansing agents. (Ord. 7362 § 4, 2017; Ord. 6773 § 2, 2004; Ord. 6554 § 3, 2000)

**12.04.150 - Use of hangars.**

- A. Aircraft storage hangars shall be used only for the storage of aircraft, and associated aircraft equipment and supplies as approved by the Airport Manager. Hangars shall not be used primarily for the storage of automobiles, vehicles, boats, or other personal property not directly associated with the operation of aircraft.
- B. The Airport Manager or a designee shall be authorized to enter and inspect hangars from time to time, provided that the Airport Manager has given notice to a lessee at least 24 hours prior to the date and time set for inspection.
- C. Any person renting a hangar containing an aircraft that is not airworthy or who intends to restore, construct or engage in the major repair of an aircraft must register and file a work plan with the Airport Manager before initiating the project. The work plan shall be approved by the Airport Manager and shall contain the projected start and finish dates and scope of work. A regular project status report demonstrating timely progress pursuant to the work plan shall be filed with the Airport Manager. Failure to provide evidence of progress pursuant to the work plan or reasonable explanation for delay will result in a 30-day notice of eviction. (Ord. 7362 § 4, 2017; Ord. 6773 § 3, 2004)

**12.04.160 - Repair of aircraft.** Except with the express written consent of the Airport Manager, no person shall engage in any major repair, restoration or construction of any aircraft in any location on the airport other than inside an approved hangar or other approved facility. (Ord. 7362 § 4, 2017; Ord. 6773 § 4, 2004)

**Chapter 12.12 – FEES**

**12.12.010 - Landing fees.** A. The City Council may establish by resolution the landing fees to be charged for all aircraft engaged in commercial operations landing at the airport, and for landings of unconventional type aircraft, excepting users possessing a lease, permit or other agreement. The fees shall be based upon the maximum certificated gross landing weight of the aircraft. B. The City Council shall establish rates and charges for special or other uses of the airport and for landings of unconventional type aircraft. (Ord. 7362 § 4, 2017; Ord. 6405 § 1, 1997; Ord. 5661 § 1, 1988; prior code § 5.14)

**12.12.20 - Use fees.** The City Council shall establish rates and charges for use fees. (Ord. 7362 § 4, 2017)

**12.12.20 - Fees for outdoor storage of aircraft.** The City Council may establish by resolution the fees to be charged for the outdoor storage of aircraft at the airport. (Ord. 5661 § 1, 1988; Ord. 4596 § 1, 1978; Ord. 3622 § 3, 1979; Ord. 3567 § 1, 1968; prior code § 5.15)

**Chapter 12.16 - ENFORCEMENT AUTHORITY**

**12.16.010 - General enforcement authority.** For purposes of this chapter, the Airport Manager or his/her designated enforcement officer(s) shall have the power to issue notices of violation or citations and use whatever judicial and administrative remedies are available under the Municipal Code. (Ord. 6554 § 1, 2000)

**12.16.020 - Penalty for violation.** Any person, firm, association, or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and is punishable as provided in [Section 1.01.110](#). In addition to the penalties set out in [Section 1.01.110](#), a violation of any of the rules and regulations set out in this title shall be deemed sufficient cause for the Airport Manager or his/her designated enforcement officer(s) to deny or prohibit access to or use of the airport influence area by the responsible person or firm to the extent that continued use may interfere with safe flight, navigation, or communication. (Ord. 7362 § 4, 2017; Ord. 6554 § 1, 2000; Ord. 5661 § 1, 1988; prior code § 5.16)

**NON REFUNDABLE PERMIT FEES:**

A late fee will be applied if the application is submitted less than sixty (60) days from the date of the special event. For Residential/Neighborhood Block Permits, the late fee will be applied if application is submitted less than thirty (30) days from the date of the event.

<b>Non- Commercial Tenant Permits</b>	
<b>Permit Fee</b>	<b>Late Fee*</b>
\$25.00	\$30.00
<b>Non-Profit Organizations</b>	
<b>Permit Fee</b>	<b>Late Fee*</b>
\$75.00	\$300.00
<b>Professional Corporation/Business/Organization</b>	
<b>Permit Fee</b>	<b>Late Fee*</b>
\$100.00	\$300.00

\*Late Fee is in addition to Permit Fee.

City of Riverside – Municipal Airport  
ACTIVITY/EVENT RULES AND REGULATIONS

**REQUIREMENTS AND PAYMENT INFORMATION**

- 1) Authorization for use will only be issued to persons over 18 years of age only and must be a tenant of the airport. The person signing the Activity/Event Application request must be present at the event. Department staff may be assigned to work during all reservations. The number of staff needed to supervise the event will be determined by the Department, taking into consideration expected attendance and the type of event. Applicant will be responsible for all staff costs incurred.
- 2) Applicant is responsible for all fees associated with event/activity implementation as identified in the Activity/Event Application Request.
- 3) All fees must be paid (15) days in advance. If all required fees are not received by the given deadline, then the reservation will be canceled.
- 4) Insurance may be required depending on the type of activity and the number of attendees. All insurance documents must be submitted and approved by City of Riverside – Risk Management no less than 14 business days prior to activity/event. All host organizations and vendors providing service are required to provide an insurance binder listing the City of Riverside as additionally insured with minimum amounts of \$1,000,000 general liability, \$2,000,000 aggregated, and \$1,000,000 Auto Liability.
- 5) Police Department or other City of Riverside approved security may be required depending on the type of activity and the number of attendees (RMC 2.28.160 and 2.28.165). Security is required for events open to the public at a ratio of one guard per 100 participants. Costs associated with City Police Department services are the responsibility of the event organizer.
- 6) All activity/event requests must remain in compliance to [Riverside Municipal Code Chapter 12.04 Airport Regulations](#).
- 7) A City-Wide Special Event Application may be required and is the responsibility of the applicant to complete and submit within permit timelines ([RMC 2.28, Special Events Ordinance](#)). For example any event that requires a road closure or impacts public access would be required to complete a City-Wide Special Event Application.

Initial: \_\_\_\_\_

**SET UP PRIOR TO EVENT**

- 8) Event vendors and guests will not be allowed into the site prior to the indicated time on the contract.
- 9) The applicant is responsible for a "pre walk-through" of the activity/event area, with the Airport staff person on duty, upon arrival at the designated event site. The same individual is responsible for a "post walk-through" of the activity/event area with Airport staff upon departure. The applicant and staff are responsible for completing the pre and post walk-through and a corresponding Activity/Event Checklist to ensure proper care and use of the facility and equipment.
- 10) Any rental equipment including but not limited to tables, chairs, inflatables, sound and stage equipment, portable restrooms, etc. must be approved by the Airport Administration Office and City of Riverside - Risk Management prior to accessing the activity/event area. All equipment is subject to Riverside City Municipal Code and Fire Department requirements.
- 11) Decorations and visual aids must be freestanding and may not be nailed, stapled or tacked to walls, ceilings or airport property outside of the designated event site. Removal of facility decorations or furniture is not allowed. Balloons and aerial decorations are strictly prohibited.
- 12) Use of open flame, any type of fire devices, or smoking/fog machines in or around any City facility requires Fire Department approval. This includes barbeques, deep fryers and outdoor ovens.

Initial: \_\_\_\_\_

**RESPONSIBILITIES DURING THE EVENT**

- 13) An Alcohol Permit is required to serve/consume alcohol during the activity/event and requires adherence to the following:
  - Alcohol served at/on City facilities is defined as beer and wine with an alcohol content under 20%
  - Beer and wine must be in a non-glass dispenser/container and may only be consumed inside the approved designated area as outlined in the ABC contract and approved by the Airport Manager.
  - No person under the age of 21 years old will be permitted to drink or serve alcohol.
- 14) SMOKING IS PERMITTED OUTSIDE OF THE AIRPORT PERIMETER FENCE ONLY.
- 15) The maximum number of patrons allowed in the facility must be strictly adhered to. The staff on duty will limit additional attendance into the event once that maximum number is reached. If the applicant is not compliant on limiting attendance, Airport staff are authorized to end the activity/event immediately.
- 16) Children may not play in lobby area(s), in taxiways, and/or on the airfield. The applicant is responsible for supervising all actions of event attendees.
- 17) Activity/Event Coordinator is responsible for monitoring and securing any and all Airport pedestrian and vehicle gates during set-up, activity/event and designated clean-up times. All Airport access is subject to TSA and FAA Rules and Requirements. Perimeter access gates shall not be manipulated to remain open.
- 18) Event attendees shall be escorted to/from the perimeter access point.
- 19) Event applicant is responsible for securing additional power sources for event outside of regular hangar power supply. The airport is not responsible for power outages.
- 20) Temporary signs may be placed outside the facility. Any signage must be approved by the Airport Manager prior to posting and removed immediately following the event.
- 21) No foreign substances (oil, powder, paint, etc.) may be used on Airport grounds without written permission of the Airport Manager.
- 22) The City reserves the right to cancel a function at any time if the people involved in the function are not conducting themselves in an appropriate and lawful manner and/or damaging any City equipment or property. The applicant is responsible for the supervision and actions of those in attendance.

Initial: \_\_\_\_\_

**CLEAN UP AFTER THE EVENT**

- 23) Storage of personal property or deliveries before contract time will not be allowed at any facility. The City of Riverside is not responsible or liable for rental equipment.
- 24) For activities/events that exceed the time identified on the agreement, a fee will be assessed equal to staff cost calculated at a rate of time-and-a-half.
- 25) Applicant is responsible for cleaning the facility. Clean up includes but is not limited to the removal of trash from the facility, rental equipment and/or returning the activity/event area to pre-existing condition.
- 26) Applicant is responsible for notifying staff upon departure from the premises. Event site must be completely cleaned up and event attendees must leave airport grounds by the completion time stated on Activity request agreement.

\*In the event of an emergency, natural disaster or power outage which deems a facility unusable, the City reserves the right to cancel a scheduled activity/event and all the fees and charges shall be refunded to the applicant.

Initial: \_\_\_\_\_

Applicants shall be bound by all rules and regulations and all applicable ordinances of the City of Riverside. The violation of any of the above Rules and Regulations or falsifying any other provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities and shall constitute grounds for refusal of future permits to use City facilities. The applicant shall be liable for loss, damage or injury sustained by the City or any person whatsoever by reason of negligence of the persons to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said persons shall be liable to the City for any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said persons shall be liable to the City for any and all damage to facilities and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_