

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Division Manager
DATE: February 14, 2018
SUBJECT: **La Cañada Girl Scouts Permit and Fee Waiver Request for use of the Glenola Park.**

RECOMMENDATION:

The Parks and Recreation Commission consider a park permit application and fee waiver request submitted by the La Canada Girl Scouts for usage of the Glenola Park for May 20, 2018, in support of their Daisy Bridging Ceremony.

BACKGROUND:

La Canada Girl Scouts requests use of Glenola Park in support of their Daisy Bridging Ceremony. The event is anticipated to attract approximately 150 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
Glenola Park	Sunday	May 20, 2018	3:00 p.m. to 5:00 p.m.

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$40.00 (2 hours at \$20 per hour).

FEE WAIVER ELIGIBILITY:

The fee waiver request is eligible for approval by a majority vote of the Commission under LCF Municipal Code Sections 5.24.035 (a), and (c).

ATTACHMENTS:

Application for Facility Permit.
Fee Waiver Request.
Municipal Codes Section 5.24.035 Fees and fee waiver.



APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION

Park, Field or Tennis Court Location: Glenola Park
Name of Applicant or Organization: Verna Leung with Girl Scouts
Address, City, State, Zip: 5447 Castle Knoll Road, La Cañada, CA 91011
Business Phone: 626 [REDACTED] Home Phone: _____

Requested Dates of Use:

Day(s) of Week: Sunday Inclusive Dates: May 20, 2018 Arrival Time: 3:00 pm Departure Time: 5:00 pm

Purpose of Reservation: Daisy Bridging Ceremony Estimated Attendance: 150

Athletic Field/Park Permit: \$20.00 p/hour \$ 40.00
Tennis Court Permit: \$10.00 p/hour \$ _____
Athletic Field Light Use: \$20.00 p/fieldhour \$ _____

Light usage will be monitored by the City and billed by the La Cañada Unified School District.

Amount Paid \$ 40.00 Date: 11/16/18 Initials: VL

I have read the rules and regulations and hereby agree to abide to them. I further agree and understand that violation of the rules and regulations set forth could result in a suspension of the use of the reserved facility.

[Signature]
Signature of Responsible Party

Verna Leung
Printed Name of Responsible Party

Address: 5447 Castle Knoll Road
La Cañada, CA 91011

Telephone No.: 626 [REDACTED]

Approved By: _____

Date: _____

Conditions:

Any group issued a facility reservation permit must be prepared to show that permit to authorities at any time while using La Cañada Flintridge facilities or vacate. It is therefore necessary that an approved copy of the application is picked up from the City Offices prior to the requested dates.

Yes No I understand that failure to provide the Commission/City Staff with complete and accurate information can result in the cancellation of an approved permit.

Yes No Is food being prepared and served at the event? We will serve snacks - brownies & cookies, but they will not be prepared at the event.

Yes No If applicable, have you obtained the required health permits from the County Health Department?

Yes No I will be using portable lights.

Yes No I will need electricity.

Yes No N/A If you are preparing/serving food, are you using a vendor?

If yes, who?

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Are the proceeds from food sales being returned to the vendors or the organization?

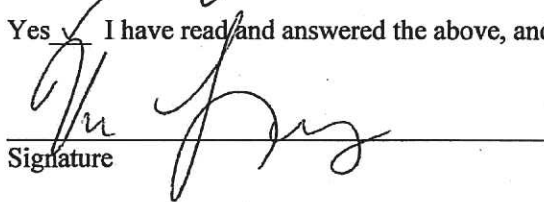
What other activities will also be occurring at this event? (i.e., music, games, rides, etc.)?

We will be conducting the Daisy Bridging Ceremony for Girl Scouts in La Canada. There will be a ceremony at the gazebo followed by snacks for the new brownie girls scouts and their family.

Date Requested - 5/20/18

Yes I have read and answered the above, and certify that my answers are correct.

Signature



Date

1/16/18



APPLICATION FOR FEE WAIVER

TO: City of La Cañada Flintridge
Attention: Parks and Recreation Commission
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

Name of Applicant or Organization: Girl Scouts

Name of Responsible Party: Verna Leung

Address, City, State, Zip: 5447 Castle Knoll Road, La Canada, CA 91011

Business Phone: (626) [REDACTED] Home Phone: _____

Date for which fee waiver is requested: 5/20/18

Reason for fee waiver request: _____

We are a non-profit organization. We are planning this event to recognize girls in our local community.

Please list the volunteer projects your organization is willing to perform to assist with the maintenance and improvement of recreational areas in La Cañada Flintridge:

We are happy to help with any project appropriate for a group of 10 year old girls.

[Signature]
Signature of Responsible Party

Verna Leung
Printed Name of Responsible Party

Approved by: _____ Date: _____

Conditions: _____

- E. The transfer or assignment of any permit or reservation is prohibited, without the prior written consent of the city manager or designee.
- F. La Cañada Memorial Park, Glenhaven Park and Glenola Park shall only be reserved with the prior approval of the city pursuant to this chapter. At all other times, these park/designated recreational facilities shall be available on a first-come, first-serve basis.
- G. No organized team play is permitted at the FIS lower and Cornishon fields on Sunday, except Sunday permits may be issued for FIS lower and Cornishon fields for emergency use or as may be authorized by resolution of the city council.
- H. Organized team play at the FIS upper field is permitted on Sunday, only with a permit.
- I. Organized team play at Memorial Park, Glenhaven Park and Glenola Park is permitted only with a permit.
- J. Use of portable lights on all joint use facilities during joint use hours shall be prohibited unless such use is provided for in the permit issued by the city, except that all public utility, public safety, city and school district personnel or their contractors or vendors shall be exempt from this provision. (Ord. 399 § 1, 2011; Ord. 398-U § 1, 2011; Ord. 328 § 2, 2002)

5.24.035 Fees and fee waiver.

Each application for a reservation shall be accompanied by a fee in an amount established by resolution of the city council. A resident applicant may make an application for a fee waiver to the city manager or designee. Fee waivers may be granted to residents at the city's discretion, when two or more of the following conditions have been met:

- A. The resident applicant is a non-profit or not-for-profit organization recognized as such by the state of California.
- B. The resident applicant agrees to provide in-kind services or perform community service.
- C. The activity/event for which the permit has been requested is open to the public, free of charge.
- D. The city council is a partner, co-sponsor, or has formally endorsed the event for which the permit is being requested.

Any determination by the city manager or designee shall be final and effective unless appealed to the parks and recreation commission by the resident applicant within ten calendar days following issuance of the denial. Notice of such appeal must be filed in the office of the city manager and shall be accompanied by a written statement setting forth the reasons for the appeal. The parks and recreation commission shall conduct a hearing on the appeal, and following such hearing, shall consider the matter and may affirm, reverse, or modify the determination of the city manager or designee. (Ord. 328 § 2, 2002)

5.24.040 Reservation exclusive.

Every person must immediately vacate a park/designated recreational facility, or any portion thereof, which has been reserved for use by another person, upon being presented a permit obtained pursuant to this chapter. (Ord. 328 § 2, 2002)

5.24.050 User responsibility.

- A. Every person who uses a park/designated recreational facility shall be liable for, and shall indemnify and defend the city against, any damages caused by or resulting from that person's use.
- B. Every person who uses a park/designated recreational facility shall be responsible for picking up and removing all litter and debris generated directly or indirectly by that person's use.
- C. Every person who uses a park/designated recreational facility may bring and maintain a dog or cat if such dog or cat is kept on a leash or chain not longer than six feet in length and is kept under full control of its owner or custodian. (Ord. 328 § 2, 2002)

5.24.060 Penalty.
