

**AGENDA STATEMENT  
PARKS & RECREATION COMMISSION**

**TO:** Parks and Recreation Commission  
**FROM:** Arabo Parseghian, Senior Management Analyst  
**DATE:** February 10, 2016  
**SUBJECT:** **Girl Scout Troop 1012 (GST 1012) Permit and Fee Waiver Request for use of the Glenola Park.**

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**RECOMMENDATION:**

The Parks and Recreation Commission consider a park permit application and fee waiver request submitted by GST 1012 for usage of the Glenola Park for May 15<sup>th</sup> of 2016, in support of their Girl Scout Ceremony.

**BACKGROUND:**

GST 1012 requests use of Glenola Park in support of their Girl Scout Ceremony. The event is anticipated to attract approximately 100 participants.

**REQUEST:**

<b>Facility</b>	<b>Day(s)</b>	<b>Date(s)</b>	<b>Duration</b>
Glenola Park (gazebo area)	Sunday	May 15, 2016	2:00 p.m. to 6:00 p.m.

**FISCAL IMPACT/FEE WAIVER:**

The applicant requests a fee waiver of \$80.00 (4 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.



**APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION**

Park, Field or Tennis Court Location: Colenola Park  
Name of Applicant or Organization: Girl Scout Troop 1012  
Address, City, State, Zip: 4318 Bel Aire Drive, La Canada, CA 91011  
Business Phone: (949) [REDACTED] Home Phone: \_\_\_\_\_

Requested Dates of Use:

Day(s) of Week: Sunday Inclusive Dates: May 15, 2016 Arrival Time: 2:00 Departure Time: 6:00pm

Purpose of Reservation: Girl Scout ceremony Estimated Attendance: 100-

Athletic Field/Park Permit: \$20.00 p/hour \$ 80  
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 \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

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

Dorothy Chen  
Printed Name of Responsible Party

Address: 4318 Bel Aire Drive, La Canada, CA 91011

Telephone No: (949) [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.*



**ADDENDUM TO APPLICATION FOR  
PARK, FIELD, OR TENIS COURT RESERVATION PERMIT**

ORGANIZATION Girl Scout Troop 1012

Yes  No  I represent a non-profit organization or group.

Yes  No  My principal place of residence is La Cañada Flintridge.

Yes  No  My group/team is "recreational".

Yes  No  My group is composed of at least 50% La Cañada Flintridge residents, as defined in Section 5.24.010 of the Municipal Code. Or, in the case of a large group, not less than 350 persons.

Yes  No  This activity is a commercial event as defined in Section 5.24.010 of the Municipal Code.

Yes  No  I am applying for Sunday use of the site.

Yes  No  I will attend the meeting of the Parks and Recreation Commission held at least 31 days prior to my requested date of use in order to answer any questions the Commission may have about my/our event.

Yes  No  I understand that a check in the full amount of the fee must accompany the application, and that it will be returned if the fee is waived.

Yes  No  I will be responsible for clean up of the site after the use, or in the case of a large event, will provide additional trash receptacles and arrange for their collection at my/our expense.

Yes  No  I agree to provide liability insurance in the amount of \$1,000,000 single limit as requested by Chapter 5.24.030 of the Municipal Code.

Yes  No  I understand that signs announcing the event may not be mounted on any City park or field facility without prior approval of the Parks and Recreation Commission.

Yes  No  I understand that use of any facility that excludes others requires a permit.

Yes  No  I have received a copy of the City's Park and Facilities Use Regulations (Chapter 5.24 of the Municipal Code.)

Yes  No  I agree to submit a financial statement (if applicable) with my/our application.

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? *Served only*

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?  
*N/A*

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

*Girl Scout ceremony for girls bridging from Daisy to Brownie level (1st to 2nd) grade*

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

*[Signature]*  
Signature

*[Initials]* *1/11/16*  
Date





## 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 Scout Troop 1012

Name of Responsible Party: Dorothy Chen

Address, City, State, Zip: 4318 Bel Aire Drive, La Cañada, CA 91011

Business Phone: (949) [REDACTED] Home Phone: (818) [REDACTED]

Date for which fee waiver is requested: 5/15/15

Reason for fee waiver request: this is a girl scout ceremony for first grade scouts in la Canada bridging to Brownie level. This is a non money making event

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 will be responsible to clean the park before and after the event

[Signature]  
Signature of Responsible Party

Dorothy Chen  
Printed Name of Responsible Party

Approved by: \_\_\_\_\_

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

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_