

CITY OF LA CAÑADA FLINTRIDGE

AGENDA STATEMENT PARKS & RECREATION COMMISSION

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: November 9, 2016
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 Cañada Girl Scouts for usage of the Glenola Park for December 7, 2016, in support of their Annual Community Tree Lighting Event.

BACKGROUND:

La Cañada Girl Scouts requests use of Glenola Park in support of their Annual Community Tree Lighting Event. The event is anticipated to attract approximately 100 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
Glenola Park	Wednesday	December 7, 2016	4:00 p.m. to 8:30 p.m.

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$90.00 (4.5 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.

To: Peter Castro



APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION

Park, Field or Tennis Court Location: Glenola Park
Name of Applicant or Organization: La Canada Girl Scouts - Troop 1041
Address, City, State, Zip: Davis, 4540 Hillard Ave, La Canada, 91011
Business Phone: 310- [redacted] Home Phone: 818- [redacted]

Cell

please use cell only

Requested Dates of Use:

Day(s) of Week: Wednesday Inclusive Dates: Dec 7 Arrival Time: 4:00 Departure Time: 8:30 pm

Purpose of Reservation: Annual community tree lighting event Estimated Attendance: 75-100 children & adults

Athletic Field/Park Permit: \$20.00 p/hour \$ _____
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.

Kelly M Davis
Signature of Responsible Party

Kelly Davis
Printed Name of Responsible Party

Address: 4540 Hillard Ave.
La Canada, CA 91011

Telephone No.: 310- [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 #1041

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.)



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 #1041

Name of Responsible Party: Kelly Davis

Address, City, State, Zip: 4540 Hillard Ave, La Canada 91011

Business Phone: 310- [REDACTED] Home Phone: 818- [REDACTED]

(use cell)

Date for which fee waiver is requested: 12-7-16

Reason for fee waiver request: This is a free community 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:

Any mangers that 10 yr old girls can provide

Kelly M Davis
Signature of Responsible Party

Kelly Davis
Printed Name of Responsible Party

Approved by: _____

Date: _____

Conditions: _____

