

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: May 10, 2017
SUBJECT: **The Flintridge Guild of Children’s Hospital Permit and Fee Waiver Request for use of the Memorial Park.**

RECOMMENDATION:

The Parks and Recreation Commission consider a park permit application and fee waiver request submitted by the Flintridge Guild of Children’s Hospital (FGCH) for usage of the Memorial Park for May 7, 2017, in support of their Great Chocolate Race.

BACKGROUND:

The FGCH requests use of Memorial Park in support of their Great Chocolate Race. The event is anticipated to attract approximately 100 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
Memorial Park	Sunday	May 7, 2017	6:00AM to 2:00PM

Due to the submission timing of the application, the request could not have been agendaized for the Commission prior to the applicant’s requested date. As such, the applicant did submit payment of their application fee and a permit was issued. Should the Commission approve the fee waiver request, the applicant shall receive a refunded of the application fee.

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$160.00 (8.0 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: Memorial Park
Name of Applicant or Organization: FGCH - Michelle Sabres
Address, City, State, Zip: PO Box 1003 La Canada Flintridge, CA 91012
Business Phone: 818-██████████ Home Phone: _____

Requested Dates of Use:

Day(s) of Week:	Inclusive Dates:	Arrival Time:	Departure Time:
<u>Saturday</u>	<u>May 6, 2017</u>	<u>2:00 PM</u>	<u>9:00 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____

Purpose of Reservation: Hand out race gear Estimated Attendance: 60-99

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.

Signature of Responsible Party Michelle Sabres
Printed Name of Responsible Party

Address: PO Box 1003 LCF, CA 91012 Telephone No.: 818-██████████

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.



APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION

Park, Field or Tennis Court Location: Memorial Park GAZLER
Name of Applicant or Organization: Flintridge Guild of Children's Hospital
Address, City, State, Zip: PO Box 1003 La Canada Flintridge, CA 91012
Business Phone: 818- Home Phone: michellesabes@yahoo.co

Requested Dates of Use:

Day(s) of Week: Inclusive Dates: Arrival Time: Departure Time:
Sunday May 7, 2017 6:00 AM 2:00 PM

Purpose of Reservation: The Great Chocolate Race Estimated Attendance: 100+

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.

Signature of Responsible Party Michelle Sabourin
Printed Name of Responsible Party

Address: Telephone No.:

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.



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: FGCH

Name of Responsible Party: Michelle Sabovrin

Address, City, State, Zip: 515 Starlight Crest Drive, La Cañada
CA 91011

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

Date for which fee waiver is requested: 5/6 and 5/7/7

Reason for fee waiver request: Charity organization
raising money for Children's
Hospital Los Angeles

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:

[Signature]
Signature of Responsible Party

Michelle Sabovrin
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.
