

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: May 10, 2017
SUBJECT: **The La Canada Elementary 5th Grade Class Permit and Fee Waiver Request for use of Memorial Park.**

RECOMMENDATION:

The Parks and Recreation Commission consider a park permit application and fee waiver request submitted by the La Canada Elementary 5th Grade Class for usage of Memorial Park for May 31, 2017, in support of their Party for 5th Graders.

BACKGROUND:

The La Canada Elementary 5th Grade Class requests use of Memorial Park in support of their Party for 5th Graders. The event is anticipated to attract approximately 100 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
Memorial Park	Wednesday	May 31, 2017	11:00AM to 3:00PM

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.
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: La Canada Elementary 5th Grade
Address, City, State, Zip: 4540 Encinas Dr, La Canada, CA 91011
Business Phone: 818 Home Phone: _____

Requested Dates of Use:

Day(s) of Week: Wednesday Inclusive Dates: 5/31/17 Arrival Time: 11:00 Departure Time: 3:15

Purpose of Reservation: Party for 5th Graders Estimated Attendance: 105

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.

Shannon Karlich

Signature of Responsible Party

Shannon Karlich

Printed Name of Responsible Party

Address: 3883 Hampstead Rd, La Canada

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.



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

ORGANIZATION La Cañada Elementary

- 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?

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. <u>Los Gringos Locos or Chipotle</u> | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

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

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

Games, photo booth, lunch

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

Shannon Karlich
Signature

4/26/17
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: La Canada Elementary

Name of Responsible Party: Shannon Karlich

Address, City, State, Zip: 4540 Encinas Dr. La Canada CA 91011

Business Phone: 818- Home Phone: 818-

Date for which fee waiver is requested: 5/31/17

Reason for fee waiver request: Public school use

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:

Shannon Karlich
Signature of Responsible Party

Shannon Karlich
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.
