

**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 4<sup>th</sup> Grade Class Permit and Fee Waiver Request for use of Memorial Park.**

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**RECOMMENDATION:**

The Parks and Recreation Commission consider a park permit application and fee waiver request submitted by the La Canada Elementary 5<sup>th</sup> Grade Class for usage of Memorial Park for May 30, 2017, in support of their Party for 4<sup>th</sup> Graders.

**BACKGROUND:**

The La Canada Elementary 4<sup>th</sup> Grade Class requests use of Memorial Park in support of their Party for 4<sup>th</sup> Graders. The event is anticipated to attract approximately 100 participants.

**REQUEST:**

<b>Facility</b>	<b>Day(s)</b>	<b>Date(s)</b>	<b>Duration</b>
Memorial Park	Tuesday	May 30, 2017	9:30AM to 2:30PM

**FISCAL IMPACT/FEE WAIVER:**

The applicant requests a fee waiver of \$100.00 (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.  
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- gazebo and grass area (not playgro

Name of Applicant or Organization: LCE

Address, City, State, Zip: Encinas, La Canada

Business Phone: 818 [REDACTED]

Home Phone: \_\_\_\_\_

Requested Dates of Use:

Day(s) of Week:

May 30th

Inclusive Dates:

May 30th

Arrival Time:

9:30

Departure Time:

2:20pm

Purpose of

Reservation: school end of the year activitie

Estimated

Attendance: 100 children

Athletic Field/Park Permit:

\$20.00 p/hour

\$ \_\_\_\_\_

Tennis Court Permit:

\$10.00 p/hour

\$ \_\_\_\_\_

Athletic Field Light Use:

\$20.00 p/fieldhour

\$ \_\_\_\_\_

*No Electricity*

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

Mercedes Fleischman

Printed Name of Responsible Party

Address: 5215 Vista Miguel

Telephone No.: 818 [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 LCE

- 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>Pizza from La Canada imports</u> | 2. _____ |
| 3. _____                               | 4. _____ |
| 5. _____                               | 6. _____ |

Are the proceeds from food sales being returned to the vendors or the organization?  
no proceed \_\_\_\_\_

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

the kids will play water games and they will eat pizza  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature

april 24  
Date

- 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.**

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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.**

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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.**

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- 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.**

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