

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: October 19, 2017
SUBJECT: **La Canada Spartans Permit and Fee Waiver Request for use of Palm Crest Elementary (PCR) Athletic Field.**

RECOMMENDATION:

The Parks and Recreation Commission consider an athletic field permit application and fee waiver request submitted by La Canada Spartan for usage of PCR Athletic Field on Friday October 27th, of 2017, in support of their Youth Baseball Practice.

BACKGROUND:

La Canada Spartan requests use of PCR Athletic Field in support of their Youth Baseball Practice. The event is anticipated to attract approximately 15 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
PCR	Friday	October 27, 2017	4:30PM to 6:30PM

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$40.00 (2 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.
Municipal Code 5.24.035



APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION

Park, Field or Tennis Court Location: Palm Crest Elementary School Baseball Field
Name of Applicant or Organization: La Canada Spartans Mustang Fall Baseball
Address, City, State, Zip: 1214 Pequena Lane, La Canada CA 91011
Business Phone: (626) Home Phone: (818)

Requested Dates of Use:

Day(s) of Week: Friday Inclusive Dates: Oct 27 Arrival Time: 4:30 PM Departure Time: 6:30 PM

Purpose of Reservation: Baseball Practice Estimated Attendance: 15 Players + Coaches

LCHS JV/Varsity Field \$25.00 p/hour \$
Athletic Field/Park Permit: \$20.00 p/hour \$ 20.00
Tennis Court Permit: \$20.00 p/hour \$
Athletic Field Light Use: \$10.00 p/hour \$

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

Anthony B. Parrille
Printed Name of Responsible Party

Address: 1214 Pequena Ln
La Canada CA 91011

Telephone No.: (626)

Approved By:

Date:

Conditions:

Horizontal lines for 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.

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. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

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

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

N/A

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

Anthony S. Parikh
Signature

7 SEP 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 Spartans Mustang Fall Baseball

Name of Responsible Party: Anthony Parrille

Address, City, State, Zip: 1214 Pequena Ln, La Canada, CA 91011

Business Phone: (626) [REDACTED] Home Phone: (818) [REDACTED]

Date for which fee waiver is requested: _____

Reason for fee waiver request: We are an all volunteer organization trying to enhance our baseball players' skills. All players play in the La Canada baseball softball association.

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:

Our team will perform field maintenance at LCE during the season, to include dragging the field, removing foreign objects and keeping the baseball mound in good condition.

Anthony B. Parrille
Signature of Responsible Party

Anthony B. Parrille
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.
