

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: September 13, 2017
SUBJECT: **Paradise Canyon PTA Permit and Fee Waiver Request for use of Paradise Canyon Elementary (PCY) Athletic Field.**

RECOMMENDATION:

The Parks and Recreation Commission consider an athletic field permit application and fee waiver request submitted by Paradise Canyon PTA for usage of PCY Athletic Field on Friday, October 6th and Saturday, October 7th of 2017, in support of their Country Fair Fundraiser.

BACKGROUND:

Paradise Canyon PTA requests use of PCY Athletic Field in support of their County Fair Fundraiser. The event is anticipated to attract approximately 50 participants.

REQUEST:

Facility	Day(s)	Date(s)	Duration
PCY	Friday	October 6, 2017	3:00PM to 11:59PM
PCY	Saturday	October 7, 2017	12:00AM to 6:00PM

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$540.00 (27 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.



APPLICATION FOR PARK, FIELD OR TENNIS COURT RESERVATION

Park, Field or Tennis Court Location: Paradise Canyon Elementary
Name of Applicant or Organization: PCY - PTA
Address, City, State, Zip: 471 Knight Way, La Canada CA 91011
Business Phone: 818- Home Phone: 818- Cristina Ke

Requested Dates of Use:
Day(s) of Week: Inclusive Dates: Arrival Time: Departure Time:
Friday 10-06-17 3:00 pm 11:59 pm
Saturday 10-07-17 12:00 am 6:00 pm

Purpose of Reservation: Country Fair Fundraiser
Estimated Attendance:

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

Debbie Pierce
Printed Name of Responsible Party

Address: 471 Knight Way

Telephone No.: 818-

Approved By:

Date: 8-16-17

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 Paradise Canyon 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?

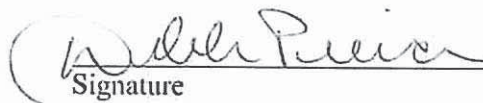
- | | |
|-----------------|----------|
| 1. Habit Burger | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

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

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

The PCY Country Fair is our annual fundraiser. There will be inflatables, game booths, performers and a DJ.

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


Signature

8-16-17
Date



Alameda, Carl <calameda@lcf.ca.gov>

Paradise Canyon Elementary (PCY) - Field Use 10/6 & 10/7

1 message

Alameda, Carl <calameda@lcf.ca.gov>

Wed, Aug 16, 2017 at 5:41 PM

To: "Marco A. Quezada"

Cc: Marco

Marco:

The PCY PTA is holding their annual County Fair event on the PCY Field on Saturday, October 7th and will be setting up all day prior.

So, the PCY Field will not be available for any soccer usage on Friday, October 6 or Saturday, October 7.

Thanks,

Carl

CARL ALAMEDA

Director of Administrative Services

City of La Cañada Flintridge

1327 Foothill Blvd

La Canada Flintridge, CA 91011

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