

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission
FROM: Arabo Parseghian, Senior Management Analyst
DATE: October 19, 2017
SUBJECT: **The Compassionate Friends 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 Compassionate Friends, Verdugo Hills Chapter, for usage of the Memorial Park for May 20, 2018, in support of their Annual Potluck.

BACKGROUND:

The Compassionate Friends requests use of Memorial Park in support of their Annual Potluck. The event is anticipated to attract approximately 100.

REQUEST:

Facility	Day(s)	Date(s)	Duration
Memorial Park	Sunday	May 20, 2018	8:00 a.m. to 4:00 p.m.

FISCAL IMPACT/FEE WAIVER:

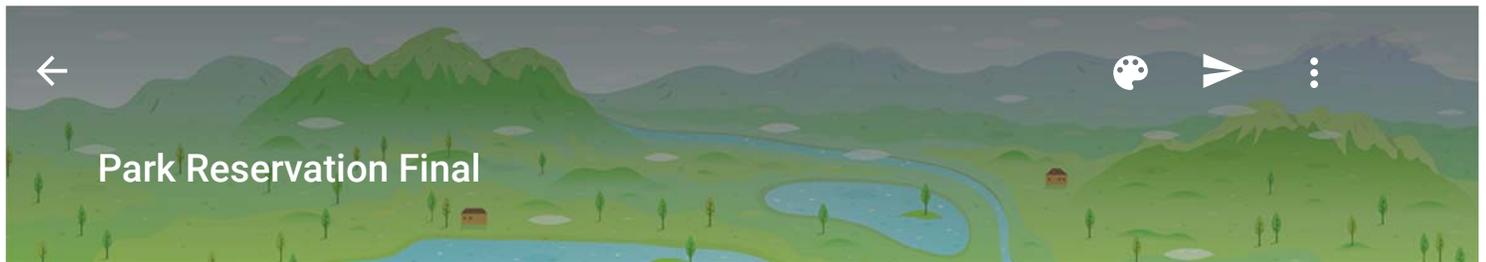
The applicant requests a fee waiver of \$160.00 (8 hours at \$20 per hour).

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



QUESTIONS

RESPONSES

70

70 responses



SUMMARY

INDIVIDUAL

Accepting responses



< 68 of 70 >



Responses cannot be edited

La Cañada Flintridge Park Reservation Form

Reservations can be made no less than 31 days in advance for residents and no less than 60 days in advance for non-residents. Currently accepting reservations up to one year in advance.

Fee Schedule:

Memorial Park Use Fee: \$20.00 p/hr

Electricity Use Fee: \$85.00 1st hr + \$10.00 p/additional hour

Insurance(if purchased through the City): Estimated cost between \$80-\$300/per day

If you have any questions, please visit our Frequently Asked Questions here: <https://goo.gl/YYexQF>

* Required

Name of Person/Organization *

THE COMPASSIONATE FRIENDS

Address (Street, City, State, Zip Code) *

Please provide an address that will serve as the address on the permit.

2626 Crestmoore Place, Los Angeles, CA 90065

Email *

Please provide an email that will serve as the contact email on the permit.

[REDACTED]n

Phone Number *

Please provide a phone number that will serve as the contact phone number on the permit.

(323) [REDACTED]

Request Details**Name of Event ***

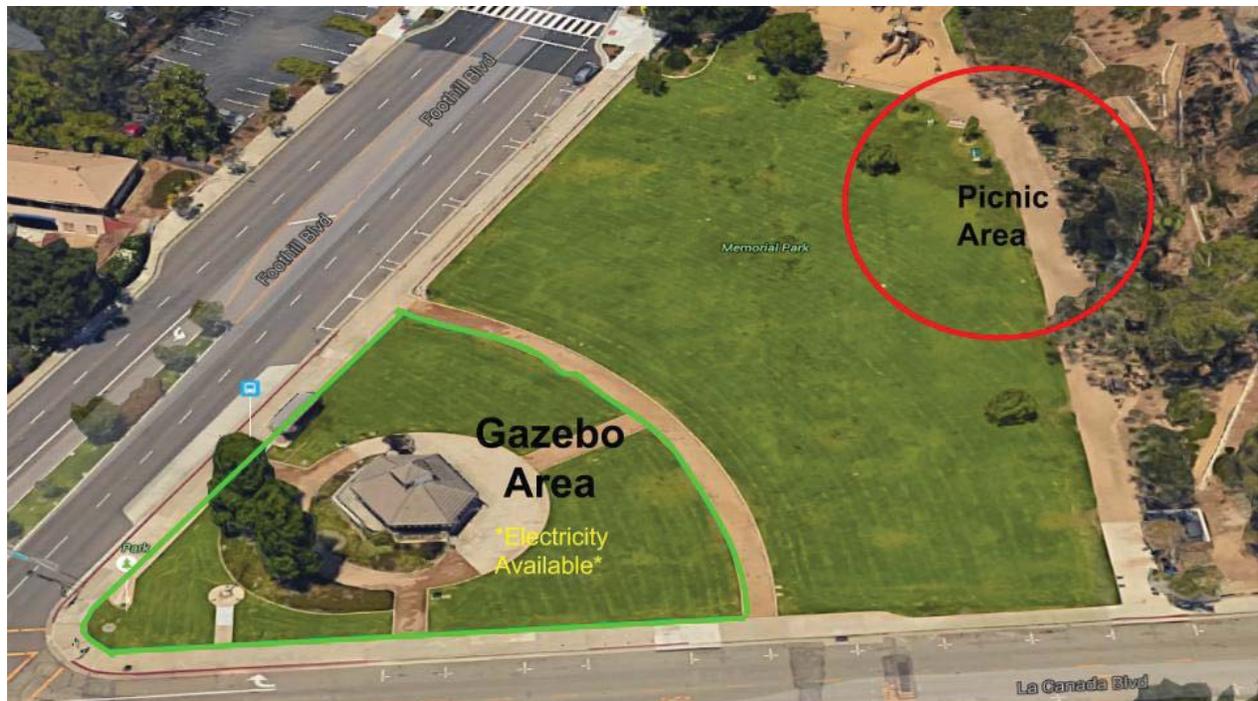
TCF POTLUCK & BALLOON LIFT OFF

Purpose of event? *

Please provide a short summary of the event.

Remembrance of our deceased children

Possible Areas for Reservation



Please select your requested area. *

Electricity will only be available in the Gazebo

- Gazebo Area
- Picnic Area

Request Details (Continued)

Is the applicant a qualifying resident, non-profit organization, or group as defined in Section 5.24.030 of the Municipal Code? <http://goo.gl/DChsEf> *

- Yes
- No

Request Details (Continued)

Is this event open to the general public? *

- Yes, free of charge
- Yes, with fee for charity (Commercial use of the park is prohibited.)
- No

Fee Waiver

IMPORTANT: Fee Waivers are required to be approved by the Park and Recreation Commission. The Commission generally meets the 3rd Wednesday of every month. Fee waiver applications must be submitted 3 weeks prior to the next regularly scheduled Commission meeting.

You may be qualified for a potential fee waiver. Would you like to pursue it?

- Yes
- No

Fee Waiver Application

Please click on the link below to access the Fee Waiver Application.

<https://goo.gl/JLG94A>

Request Details (Continued)

Date Requested *

We will only be accepting reservation requests one year from today.

MM DD YYYY

05 / 20 / 2018

Start Time (Including Set-up) *

Time

08 : 00 AM ▼

End Time (Including Clean-up) *

Time

04 : 00 PM ▼

Estimated Attendance *

- 1-29 people
- 30-59 people
- 60-99 people
- 100+ people

What activities will occur at this event? (Music, games, ect.) *

Fellowship, potluck, balloon lift off

Additional Dates?

Would you require additional dates? *

Yes

No

Event Details (Continued)

Online applications are good for one day request only. Please provide the additional date(s) and time(s) required for staff follow up. (e.g. xx/xx/xx from xxAM/PM to xxAM/PM, xx/xx/xx from xxAM/PM to xxAM/PM) *

.....

Food/Catering

Will food be: *

- Cooked on site
- Served (prepared off site)
- Sold for charity
- All of the above
- No food will be at the event.

Food/Catering (Continued)

If so, are you using vendors? *

- Yes
- No

If so, have you/they obtained the required health permits from the County Health Department, as well as a La Cañada Food Business License ? *

- Yes
- No
- Not Applicable

Business License Required

Vendors are required to have a valid City Business License. Your request will not be approved without proof of a valid business license for the vendors used.

Charitable Solicitation Permit

All charitable solicitations require a charitable solicitation permit, please click here for the application: <https://goo.gl/kJZgDI>

Additional Amenities

Electricity is only available in the Gazebo

Will the event need electricity? *

Yes

No

DETAILS AND AGREEMENTS

Please select "Yes" at each line to confirm your understanding of the following rules and regulations:

I understand that signs announcing the event may not be mounted at Memorial Park or any public right of way prior to City approval. *

Yes

I have read a copy of the city's Park and Facilities Use Regulations (Chapter 5.24 of the Municipal Code- <http://qcode.us/codes/lacanadaflintridge/>), or read the regulations online. *

Yes

I understand that the use of Memorial Park or any facility that excludes others requires a permit issued by the city. *

Yes

I understand that failure to provide the City with complete and accurate information will result in the cancellation of an approved permit. *

Yes

I, the applicant (Permit holder), agree to abide by all federal and state accessibility standards and regulations. *

Yes

I agree, if required, to attend a meeting of the Parks and Recreation Commission prior to my requested date(s) of use in order to answer any questions the Commission may have about the event. *

Yes

I Agree that my/our event is a non-commercial event as defined in Section 5.34.010 of the Municipal Code . *

Yes

I understand that the full payment of the fee must be made within 5 business days of receiving conformation for my requested dates. *

Yes

I will be responsible for any clean-up effort associated with my request. I understand, I have the option of performing the clean up myself or hiring cleaning service through the City. I understand that I may be required by the City to have cleaning service present during my event. I also understand that failing to properly cleaning up the park will result in a \$25/hour cleaning charge if the park is left in unacceptable condition. *

If mandatory cleaning is required by the City, you will be notified prior to the issuance of the permit.

We will clean the area ourselves, unless mandatory cleaning is required by the City.

We will hire a cleaning crew through the City. (\$47.50 p/h, 4 hr minimum)

I agree to provide liability insurance in the amount of \$1,000,000 single limit, listing the City of La Cañada Flintridge as an additional insured as requested by Chapter 5.24.030 of the Municipal Code. I will obtain it by purchasing it through the City or through a separate insurance provider. *

I will purchase the insurance through the City. (Estimated cost between \$80-\$300/per day)

I will provide insurance through my own insurance provider.

PARK REGULATIONS

In order to complete the application process, the following is needed:

Liability Insurance

1. Liability insurance policy for \$1,000,000 naming the City of La Cañada Flintridge as an additional insured.
2. Cash, Check or Money Order made payable to the City of La Cañada Flintridge for the entire fee. (This part of the process will be completed once the event has been approved.)

RULES and REGULATIONS

1. Commercial use is prohibited (LCFMC Sec.5.24.020).
2. Every person/organization who uses a park facility shall be liable for, and shall indemnify and defend the City against any damages caused by or resulting from that person's use. (LCFMC Sec. 5.24.050).
3. Every person/organization who uses a park facility shall be responsible for picking up and removing all litter and debris generated directly or indirectly by that person's use. (LCFMC Sec. 5.24.050).
4. Approved permits may only be used by the named party on the approved permit . (LCF Sec. 5.24.030).
5. Skateboarding is prohibited. (LCFMC 4.62.020)
6. Smoking and Vaping is prohibited. (LCFMC 4.60.030)
7. Dogs must be kept on a leash not longer than six (6) feet at all times. (LCFMC 4.60.030)
8. Violators subject to minimum fine of \$100.00 and/or revocation of permit. (LCFMC 5.24.060)

CERTIFICATION

I have read the rules and regulations and hereby agree to abide by them. In addition, I have also read the above questions, and certify that my answers are correct. 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. *

Please sign your name on the line below.

Mary E. Trujillo

Submitted 10/10/17, 7:38 PM

- 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.
