

APPLICATION FOR USE OF CITY PARKS FACILITIES

Reservations - **Monday through Thursday 8:30 AM to 5:00 PM** or by appointment only
Mail-in or phone reservations will not be accepted

Application must be completely and accurately filled out. Incomplete applications will not be accepted.
Applications must be submitted and approved at least two weeks in advance

PLEASE PRINT CLEARLY

Name of Applicant: _____ Home Telephone: _____

Name of Organization: _____ Cell Telephone: _____

Address of Applicant: _____ City: _____ Zip: _____

Email: _____

Date(s) requested: _____ from: _____ (AM/PM) to: _____ (AM/PM)

Activity type (picnic, birthday party, wedding ceremony, other): _____ (required)

****Wedding Receptions are not Permitted****

Estimated attendance: _____ (required)

Facility: _____ (required)

Special Event Permit Required (Office Use): Yes No

AGREEMENT

1. I understand and will abide by all rules and regulations. Initial _____

2. All prices and fees are subject to change without notice. Initial _____

I have read and understand the above statements and will fully comply. Initial _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

UNDERSIGNED shall indemnify, defend, and hold harmless the CITY, and its officers, employees, and agents ("indemnities"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("claims"), arising from UNERSIGNED'S activities or use of said facilities, excepting only those actions, claims, liabilities, obligations, judgments, or damages arising out of the sole negligence of the CITY indemnities. In the event the CITY or its indemnities are named, the UNDERSIGNED shall:

Provide a defense or at the City's option reimburse the CITY and/or its indemnities their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims; and promptly pay any judgment.

Applicant/Organization Name: _____

Signature: _____ Date: _____

Print name: _____

NOTE: Name of applicant, indemnification agreement signature, and payment (i.e. check, credit card), MUST all be signed by the applicant

Parks Facilities

Please check park facility:

- Heritage Park, 5001 Via De Mansion**

_____ Gazebo

- Kuns Park, 1600 Bonita Avenue**

_____ Shelter _____ Other _____

- Las Flores Park, 3175 Bolling Avenue**

_____ Shelter # _____ _____ Other _____

- Lowell Brandt Park, 7201 Stephens Ranch Road**

_____ Shelter _____ Other _____

- Wheeler Avenue Park, 1499 Palomares Avenue**

_____ North Softball Field _____ South Softball Field _____ Other _____

- Live Oak Park, 5701 Shemiran**

_____ Soccer Field _____ Other _____

Other _____

Special equipment used: _____

Aquatics Center

- Aquatics Center # of people _____ = # _____ guards

1-24 people (2 guards)

25-49 people (3 guards)

50-74 people (4 guards)

75 & up (5 guards)

CITY PARK FACILITY RENTAL RATES

<u>PICNIC SHELTERS/PARK USE</u>	<u>Rental Rate</u>	<u>Non-Profit</u>
Park Use Permit – Up to 150 people (1 to 4 shelters, where available)	\$100	\$ 75
Each additional shelter (Las Flores Park only)	\$ 10	\$ 10
Heritage Park Restrooms – Minimum 2 hours	\$ 20/hr	\$ 20/hr
Kuns Park – Grass Area Rental (includes shelter) (Requires Special Event permit through Community Development)	\$150	\$125
Rental for Filming (Requires filming permit through Administration)	\$200	\$200
Refundable cleaning/security deposit	\$100	\$100
Certificate of Insurance (Supplied by applicant) OR Special Event Liability Insurance (Required)	1 to 99 people \$ 85.00 100 & over \$119.00	\$ 85.00 \$119.00

Some events may require applicant to supply insurance and/or apply for a Special Event Permit through the Community Development Department

Any filming at the City Park requires Administration Department's approval

Special equipment fee may be charged and will be set by the Director

LA VERNE AQUATICS CENTER (Minimum two (2) hour usage)

<u>POOL RENTAL</u>	<u>Rental Rate</u>	<u>Non-Profit</u>
Pool rental permit (up to 300 people)	\$120/hr	\$100/hr
• 1-24 people (2 guards)	\$70/hr	\$70/hr
• 25-49 people (3 guards)	\$90/hr	\$90/hr
• 50-74 people (4 guards)	\$110/hr	\$110/hr
• 75 & up (5 guards)	\$130/hr	\$130/hr
The number of guards is based on the total people on deck, not just in the water		
Refundable cleaning deposit	\$150	\$150
Certificate of Insurance Certificate (required)	Supplied by applicant	

Special equipment fee may be charged and will be set by the Director

SPORT FACILITIES

REGULAR RATES

Field Preparation	\$ 35.00 (if available)
Use per hour	\$ 15.00
Light use per hour	\$ 27.50
Refundable Cleaning Deposit	\$100.00
Insurance Certificate (required)	Supplied by applicant

***Use of any Park facility that is youth sports related requires 51% La Verne residency from the entire organization, not just the team. Those teams/organizations that do not meet the 51% requirement may not rent the facility.**

FOR OFFICE USE ONLY

PARK SHELTER:

Park Permit fee \$ _____
Additional Shelters # _____ @ \$10 = \$ _____
Special equipment charge \$ _____
Insurance fee \$ _____
Cleaning deposit \$ 100
Restroom Access (Heritage Only) \$ _____

LA VERNE AQUATIC CENTER

Pool use permit \$ _____ (\$ _____ @ _____ hours = \$ _____)
Lifeguards \$ _____ (\$ _____ @ _____ hours = \$ _____)
Special equipment charge \$ _____
Certificate of Insurance SUPPLIED BY APPLICANT
Damage/Cleaning Deposit \$ 150

SPORTS FIELDS

Daylight use \$ _____ (\$ _____ @ _____ hours = \$ _____)
Light use \$ _____ (\$ _____ @ _____ hours = \$ _____)
Field Preparation \$ _____ (\$ _____ @ _____ fields = \$ _____)
Miscellaneous equipment \$ _____
Certificate of Insurance SUPPLIED BY APPLICANT
Damage/Cleaning Deposit \$ 100

TOTAL AMOUNT DUE \$ _____
MINUS ADVANCE PAYMENT \$ _____
MINUS CLEANING DEPOSIT \$ _____
REMAINING BALANCE \$ _____

Payment \$ _____ Date _____ Remaining Balance \$ _____
Payment \$ _____ Date _____ Remaining Balance \$ _____

Application Approved _____ Calendared _____ Date _____ Employee Initials _____

NOTE: Name of applicant, indemnification agreement signature, and payment (i.e. check, credit card), MUST all be signed by the same person

CITY OF LA VERNE COMMUNITY SERVICES

Use of City Parks Facilities Rules and Regulations

1 Special Status Groups

- A. NON-PROFIT/SPECIAL STATUS GROUPS: Organizations that have a La Verne business address and/or primarily serve La Verne residents may reserve City parks Sunday through Friday at the non-profit group rate. Payments from educational groups must be made in cash or drawn on the educational institution's account. No personal checks or personal credit cards will be accepted.
1. All non-profit groups must supply the City of La Verne with a copy of their Registration for Tax-Free Transactions issued by the Internal Revenue Service. If group cannot supply their IRS form, group will be ineligible to receive discounted rates.

2 Insurance

- A. The City of La Verne requires a Certificate of Insurance or Special Event Liability Insurance for use of all parks or the La Verne Aquatics Center.
- B. If providing a Certificate of Insurance, the certificate **MUST** be in the amount of \$1,000,000 and **MUST** include a **SEPARATE** additionally insured endorsement specifying the following language **"The City of La Verne, its elected and appointed officials, employees and/or agents are additionally insured."** Incorrect certificates will not be accepted.
- C. All applicants must sign a hold harmless agreement and assume all liability for damage to or theft of City property.
- D. Proof of insurance (Certificate & Separate Letter of Endorsement) is required at the time of registration for all aquatic center rentals.

3. General Regulations

- A. Dates may be reserved up to one (1) year in advance for all park shelter rentals and the Aquatics Center. Aquatics Center dates are subject to availability. Rental by groups for sports related activities may reserve up to 4 months in advance depending on availability.
- B. All organized youth and adult sports activities and group activities (camps, fitness groups, or private training) are not permitted without approval from the Community Services Department as well as the required paperwork being on file (facility use form, insurance, & roster if applicable).
- C. City parks are open to the public and there may be regular picnicking activities being held in the park during all events. Any park rental by individuals/organizations may not have the park closed to the public.
- D. Use of City parks for wedding ceremonies is permitted. **Wedding receptions will not be permitted.**
- E. **Any food catering service or food truck is required to have a City Business License and have a current Health Department Certificate. Grills and barbeques cannot be brought onto the park. There are barbeques located at the parks for use.**
- F. The shelter with the sink at Las Flores Park is not able to be rented. That shelter is open for all public, or multiple rentals, to utilize.
- G. The availability of electricity (Las Flores & Kuns Parks) and water (sink and spigot at Las Flores Park) may not be available or working. City staff will make all attempts to have these items functioning for any rental.

- H. Use of Heritage Park will require City staff to be on duty for entire event if restroom access is wanted. The restrooms are located on the Heritage Foundation side of the park which is not normally open to the public. If the Foundation has an event, City staff time does not need to be purchased as Foundation events are open to the public and restroom access will be available. **If restroom access is not purchased the restrooms will not be available at Heritage Park. A minimum of 2 (two) hours is required.**
- I. Rental of park shelters may not be available Monday-Friday. Ask for availability.
- J. Access to restrooms at Heritage Park may not be available Monday-Friday. Ask for availability.
- K. The responsible person MUST have the properly executed park permit with him/her. If the responsible person does not have the permit, picture identification will be required before the person will be allowed to use the facility.
- L. The responsible party or designee is required to be at the facility at the time the facility is rented to have staff check in the rental. If the responsible party or designee is not, a portion or up to all of the cleaning/security deposit may be forfeited based on additional staff time.
- M. The following items **are not allowed** on City parks facilities.
1. **NO ALCOHOLIC BEVERAGES MAY BE CONSUMED, SERVED, OR SOLD AT ANY LA VERNE PARK.** Any group found in violation will be asked to vacate the facility. If this request is not honored, the La Verne Police Department will be notified.
 2. **NO VEHICLES ARE ALLOWED ON CITY PARK PROPERTY AT ANY TIME, FOR ANY REASON.**
 3. **Bouncers, inflatable equipment, trains, amusement park rides, etc. are not allowed on City facilities.**
 4. Canopies or EZ-Up's are allowed but cannot be staked into ground, are limited to 10x10 in size, and may not have walls attached. All sides of canopies or EZ-Up's must have all sides open.
 5. Per LVMC #13.32.020 sub-section I, **no animals or any kind are allowed** in any City of La Verne Park or the La Verne Aquatics Center.
 6. Gambling, use of profane language, loud boisterous talking, or improper conduct will not be permitted.
 7. **No amplified music/speaking will be permitted. This also includes acoustic instruments.**
 8. Tables and chairs may be brought onto the park for the rental but must be carried onto the park. **No vehicles will be allowed to be driven onto the park to drop off or unload.** The City does not provide portable tables or chairs.
 9. Use of portable BBQ's are prohibited. All reservable parks have a permanent BBQ located close to the shelter that can be used.
- N. Parks may be reserved between the hours of 8:00 AM and 8:00 PM or dusk. (Check for specific times at time of reservation).
- O. The City is not responsible for any lost or stolen articles.
- P. The applicant is responsible for reimbursing the City for damaged or missing items. Fees for damaged or missing items may be deducted from the cleaning security deposit.
- Q. Any accident occurring in a City facility which causes injury to any individual must be reported to the City staff member or the Community Services Department at (909) 596-8700, whichever is applicable.
- R. The City of La Verne reserves the right of full access to all activities at any time in order to insure that all rules, regulations, and City and State laws are being observed.
- S. Reservations are subject to cancellation by the City with appropriate notice to the renter if the City is in need of the facility for a City function. If the City cancels a function, a full refund will be processed.

- T. No permit shall be issued to groups listed by the United States Government and/or with the Attorney General as subversive.

4. Requests for Special Equipment

- A. A City permit is required for all additional equipment regardless of whether or not a shelter is being rented. Any persons bringing additional equipment on to the park illegally will be asked to remove their equipment immediately. If the request is not honored, the La Verne Police Department will be notified.

5. Fee and Permit Procedure

- A. A completed packet, cleaning/security deposit, and a Certificate of Insurance or Special Event Liability Insurance, is required to hold a reservation. **For all park rentals, full payment is required at the time of registration.** For all Aquatic Center Rentals, the cleaning/security deposit and proof of insurance is required at the time of registration. **Payment of the full amount MUST be made fifteen (15) days prior to aquatic center event date.**
- B. **Any group/organization wishing to use a park facility for a special event that will have more than 150 people or such as a walk-a-thon, exhibition, revival, etc. will be required to apply for a Park Permit as well as a Special Event Permit through the Community Development Department. The Special Event permit process through the Community Development Department will take 45-days and parks fees as well as additional special event fees will apply.**
- C. The cleaning/security fee deposit will be held until after the scheduled event. If the area rented is left in a clean condition and there are no incidents that occur, the deposit will be refunded in full; however, if the rented area is left untidy, if any portion of the area has been damaged (including turf damage), if the person in charge leaves the facility before all equipment has been removed, if any of the General Regulations have been violated, a portion or up to the full deposit can be forfeited. Refunds will be processed after the scheduled event and take approximately two (2) to three (3) weeks to process.
- D. Cancellation of reservations must be made fifteen (15) or more days prior to the scheduled date of the event to receive a full refund, minus a \$20 handling charge. If cancellation is made less than fifteen (15) days prior to the event the total amount, except the cleaning deposit, will be forfeited to the City. If any individual or organization has two (2) late cancellations in a six (6) month period that individual or organization will be banned from use of the park facilities for six (6) calendar months. Refunds will not be prorated.
- E. There will be a \$25 charge on all returned checks.