



APPLICATION FOR USE OF CITY PARKS FACILITIES



Reservations - Monday through Thursday 8:30 AM to 5:00 PM or by appointment only.

Email, mail-in or phone reservations will not be accepted.

Non-refundable processing fee - \$25

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 Phone: _____

Address of Applicant: _____ City: _____ ZIP: _____

Email: _____

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

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

Estimated Attendance: _____ **(required)**

Facility: _____ **(required)**

Special Event Permit Required (OFFICE USE)

YES NO

AGREEMENT

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

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

Initial _____ 3. I have read and understand the above statements and will fully comply.

Initial _____ 4. I have read and understand the rules and regulations and will fully comply.

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, judgements, or damages, including reasonable attorneys' fees and costs of litigation ("claims"), arising from UNDERSIGNED'S activities or use of said facilities, excepting only those actions, claims, liabilities, obligations, judgements, 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 judgement.

Applicant/Organization Name: _____

Signature: _____

Date: _____

Print Name: _____

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

PARKS FACILITIES

Please check parks facility:

Heritage Park, 5001 Via De Mansion

Gazebo _____ Restrooms _____ (2 hours maximum) from _____ AM/PM _____ AM/PM

Kuns Park, 1600 Bonita Avenue

Shelter _____ Other _____

Las Flores Park, 3175 Bolling Avenue

Shelter(s) # _____ Other _____

Live Oak Park, 5701 Shemiran Street

Shelter _____ Soccer Field _____ Other _____

Other: _____

AQUATIC CENTER

Aquatic Center # of people _____ = # _____ guards

1 - 24 people (2 guards)

25 - 49 people (3 guards)

50 - 74 people (4 guards)

75 and up (5 guards)

CITY PARKS FACILITIES RENTAL RATES

<u>PICNIC SHELTER/PARK USE</u>	<u>Rental Rate</u>	<u>Non-Resident Rate</u>
<input type="checkbox"/> Park Permit (Las Flores Heritage Park Kuns) Up to 100 people (1-4 shelters)	\$ 125	\$ 160
<input type="checkbox"/> Each additional shelter (Las Flores Park only)	\$ 25	\$ 30
<input type="checkbox"/> Heritage Park Restrooms Minimum/Maximum of 2 hours	\$ 25 Per Hour	\$ 50 Per Hour
<input type="checkbox"/> Kuns Park Grass area Rental (includes shelter)	\$ 175	\$ 200
<input type="checkbox"/> Rental for Filming (Requires filming permit through Administration)	\$ 250	-
<input type="checkbox"/> Refundable cleaning/security deposit	\$ 100	\$ 150
<input type="checkbox"/> Private Training/Clinic	\$ 40 Per Hour	\$ 40 Per Hour
<input type="checkbox"/> Special Event Liability Insurance (Mandatory) (Certificate of Insurance - Supplied by applicant) OR	1 - 99 people \$ 87 100 & over \$ 122	\$ 87 \$ 122

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

Any special 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 AQUATIC CENTER

Minimum two (2) hour usage

POOL RENTAL

	<u>Rental Rate</u>	<u>Non- Resident Rate</u>
<input type="checkbox"/> Pool Rental Permit (up to 300 people)	\$ 150 Per Hour	\$ 175 Per Hour
<input type="checkbox"/> 1 - 24 people (2 guards)	\$ 90 Per Hour	\$ 90 Per Hour
<input type="checkbox"/> 25 - 49 people (3 guards)	\$ 120 Per Hour	\$ 120 Per Hour
<input type="checkbox"/> 50 - 74 people (4 guards)	\$ 150 Per Hour	\$ 150 Per Hour
<input type="checkbox"/> 75 and up (5 guards)	\$ 160 Per Hour	\$ 160 Per Hour
<input type="checkbox"/> Refundable cleaning/security deposit	\$ 250	\$ 250

The number of guards is based on the total people on deck, not just in the water

***Certificate of insurance required - MUST BE SUPPLIED BY APPLICANT**

CITY PARKS FACILITIES - RULES AND REGULATIONS

1. Insurance

- A. The City of La Verne requires a Certificate of Insurance or Special Event Liability Insurance for use of all parks and the La Verne Aquatic 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.

2. General Regulations

- A. Dates may be reserved up to one (1) year in advance for all park shelter rentals and the Aquatic Center. Aquatic Center dates are subject to availability.
- B. City parks are open to the public and there may be regular activities being held in the park during all events. Any park rental by individuals/organizations may not have the park closed to the public.
- C. Use of City parks for wedding ceremonies is permitted. **Wedding receptions will not be permitted.**
- D. 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.
- E. The shelter with the sink at Las Flores Park is not rentable. That shelter is open to the public, and/or multiple rentals to utilize.
- F. The availability of electricity (Las Flores & Kuns Parks), park benches, 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 rentals but is not guaranteed.
- G. Use of Heritage Park will require City staff to be on duty for entire event if restroom access is requested. 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. **Restrooms can only be reserved for 2 (two) hours.** Restroom time will not be extended for prepaid time.
- H. Rental of park shelters may not be available Monday-Friday. Ask for availability.
- I. Access to restrooms at Heritage Park may not be available Monday-Friday. Ask for availability.
- J. 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.
- K. 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.

L. 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 #6.16.080 sub-section I, except for Mills, Lowell Brandt, Kuns, and Lincoln parks, where leashed dogs are permitted, no person shall permit any dog or other animal owned by him or her or under his or her control to enter in any City of La Verne Park or the La Verne Aquatic Center. Service animals are allowed.
6. Gambling, use of profane language, loud boisterous talking, or improper conduct will not be permitted.
7. No amplified sound, bands or disk jockeys (DJ's) 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.
10. Generators are prohibited.
11. Glass containers are prohibited.
12. Private Training is prohibited without notice to Parks & Recreation Department. (Please see Sports Facilities Packet for more information.)

M. 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).

N. The City is not responsible for any lost or stolen articles.

O. 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.

P. Any accident occurring in a City facility which causes injury to any individual must be reported to the City staff member or the Parks & Recreation Department at (909) 596-8700, whichever is applicable.

Q. The City of La Verne reserves the right of full access to all activities at any time to ensure that all rules, regulations, and City and State laws are being observed.

R. 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.

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

T. All organized youth and adult sports activities and organized activities (camps, fitness groups, or private training) are not permitted without approval from the Parks & Recreation Department as well as the required paperwork being on file (facility use form, insurance, & roster if applicable). Organized youth sports activities use is defined as a group that involves coaches and comprises of any instruction with five or more participants. Organized activities like camps, fitness groups, or private training is defined as instruction of one or more. Activities mentioned above must fill out and submit a "Application for use of City Sports Facilities".

3. 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.

4. 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. A \$25 non-refundable processing fee will be added to all reservations.

B. Any group/organization wishing to use a park facility for a special event or rental that will have more than 100 people 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 can take up to 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 \$25 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, the individual or organization will be banned from use of the park facilities for six (6) calendar months. Refunds will not be prorated.

- In the event of adverse weather conditions, the Parks & Recreation Department reserves the right to cancel any reservation up to 72 hours prior to the rental date.

E. There will be a \$25 charge on all returned checks.

F. Any rules in this agreement can be changed without notice.