



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, February 7, 2024 – 7:00 PM

Patricia Thee - Chair

Chris Bieber - Vice Chair

Marc Trocchio - Commissioner

Sanjay Mathur - Commissioner

Michael Zozaya - Commissioner

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the Parks and Recreation Commission on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the Recording Secretary prior to an individual being heard by the Parks and Recreation Commission.

Members of the public wishing to address the Parks and Recreation Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the Commission on an item not listed on the Agenda, the Parks and Recreation Commission is prohibited by law from discussing or taking any action on that item.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE CHAIR**
- 3. PUBLIC COMMENTS**

This is the time to address the Parks and Recreation Commission on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Commission. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

- 4. MINUTES APPROVAL**

4.1 Approval of Minutes for the December 6, 2023 Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the December 6, 2023, regular meeting.

5. PRESENTATIONS**6. ADMINISTRATIVE REPORTS****6.1 Proposed Revisions to City Council Policy 317 - Public Facility Reservation & Use Policy Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, and Gymnasium.**

Recommendation: That the Parks and Recreation Commission receive and file the report.

6.2 2023 Community Services Year-End Report

Recommendation: That the Parks and Recreation Commission receive and file the report.

7. INFORMATIONAL ITEMS**7.1 2024 Daddy Daughter Dinner Dance**

Recommendation: That the Parks and Recreation Commission receive an oral report regarding the 2024 Daddy Daughter Dinner Dance.

8. COMMISSIONER COMMENTS**9. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be April 3, 2024 at 7:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills California

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by February 2, 2024, at 5:00 p.m.



David T. Reynolds, Deputy City Manager**February 2, 2024**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the Deputy City Manager at (949) 707-2680. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Center at 25555 Alicia Parkway, Laguna Hills, California, during normal business hours.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 7, 2024
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Approval of Minutes for the December 6, 2023 Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the December 6, 2023, regular meeting.

ATTACHMENTS:

- P&R Commission Meeting Minutes 12.6.23

**CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION**

**REGULAR MEETING
MINUTES
Wednesday, December 6, 2023**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Patricia Thee.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Patricia Thee	Chair	Present	
Chris Bieber	Vice Chair	Present	
Sanjay Mathur	Commissioner	Present	
Marc Trocchio	Commissioner	Present	
Michael Zozaya	Commissioner	Present	

1. PUBLIC COMMENTS

2. MINUTES APPROVAL

2.1 Approval of Minutes for the October 4, 2023, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the October 4, 2023, regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sanjay Mathur, Commissioner
SECONDER:	Chris Bieber, Vice Chair
AYES:	Patricia Thee, Chair, Chris Bieber, Vice Chair, Sanjay Mathur, Commissioner, Marc Trocchio, Commissioner, Michael Zozaya, Commissioner

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Update on CIP 241, General Park Improvements

Recommendation: That the Parks and Recreation Commission receive and file the report.

Deputy City Manager/ Director of Community Services Mr. Reynolds presented his report to the Parks and Recreation Commission. Mr. Reynolds noted that the CIP number 214 was incorrect in the title of the staff report and should be CIP 241.

Director of Public Works Mr. Ames provided additional information and answered questions from the Parks and Recreation Commission.

Chair Thee and Commissioner Zozaya provided feedback on the items that need to be improved in our parks.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marc Trocchio, Commissioner
SECONDER:	Michael Zozaya, Commissioner
AYES:	Patricia Thee, Chair, Chris Bieber, Vice Chair, Sanjay Mathur, Commissioner, Marc Trocchio, Commissioner, Michael Zozaya, Commissioner

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

Vice Chair Bieber provided comments regarding the issue of motorized bicycles causing damage to park landscape and his approval of the addition of signage in our parks regarding this issue.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Thee declared the meeting adjourned at 7:35 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Patricia Thee, Chair

Approved at meeting of February 7, 2024.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 7, 2024

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager/Community Services Director

ISSUE: Proposed Revisions to City Council Policy 317 - Public Facility Reservation & Use Policy Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, and Gymnasium.

RECOMMENDATION: That the Parks and Recreation Commission receive and file the report.

SUMMARY:

City Council Policy 317 – “Public Facility Reservation & Use Policy” (“Policy 317”) has been updated by staff. Policy 317 provides procedures and guidelines for public rental use of the City’s recreation facilities such as the Community Center rooms, athletic fields, parks, picnic areas, and gymnasium. The major updates to this policy include changes to the hours when reservations can occur, revisions to the insurance and security guard requirements, and the addition of more policies and procedures for events serving alcohol.

The Parks and Recreation Commission was first presented with staff’s recommended revisions to City Council Policy at its June 7, 2023, meeting. Policy 317 was then reviewed by the City Attorney’s office and further revisions to the policy were made. The latest updated Policy 317 is attached to the staff report as Attachment 1 for the Commission’s review. The proposed Policy 317 revisions, in redlined format, are provided in Attachment 2.

For reference, the unrevised Policy 317, last updated on August 28, 2018, is also attached as Attachment 3.

BACKGROUND:

A major update to the City's facility reservation regulations and use policies occurred in 2018. The result of this prior update work effort was the production of City Council Policy 317 – "Public Facility Reservation & Use Policy" which was approved by the City Council on August 28, 2018. Policy 317 provides procedures and guidelines for public rental use of the City's recreation facilities such as the Community Center rooms, athletic fields, parks, picnic areas, and gymnasium.

Policy 317 has not been updated since 2018. Staff planned for updates to this policy to occur during the 2023 – 2025 Biennial Budget, but a facility rental incident at the Community Center in April of last year prompted a more immediate response to updating Policy 317. Consequently, work on an updating Policy 317 began in May of last year. A clean version of the proposed revisions to Policy 317 can be found in Attachment 1 to this staff report. A redlined version of the proposed revisions to Policy 317 is also provided in Attachment 2. The revisions include some minor formatting and grammar changes, procedure clarifications, and major revisions to the policy. The major revisions to Policy 317 are summarized as follows:

- a) Revision to the ending time to 10:00 pm for reservations during the weekends (see pg. 11 of policy in Attachment 1; and pgs. 3 and 12 of policy in Attachment 2). For comparison, Table 1 below provides the ending time comments from other local cities.

Table 1. Other Surrounding Cities' Facility Weekend Closing Time

City	Comments
Aliso Viejo	We allow outdoor events to take place until 10:00pm with the amplified sound off at 9:30pm and the events must end at 11:00pm indoors with the amplified sound off at 10:30pm.
Laguna Niguel	We officially close rentals at 12am, staff gets out by 1am.
Lake Forest	We close at 11:00 pm on Friday and Saturday. Music must be turned off by 10:00 pm. On Sunday, we close at 9:00 pm.
Mission Viejo	Everything must be cleaned up and patrons out of the building by 11pm. Events must end by 10:15pm which gives them 45 minutes to cleanup
Rancho Santa Margarita	The latest the event can go until 11p. Then they have from 11p-12a to clean up. Patrons must be fully cleaned up and out of the facility at 12a

Policy 317 Facility Use

February 7, 2024

Page 3

-
- b) Addition of policy that security deposits are subject to forfeiture for reservations that run past reservation hours submitted on Facility permit or when the building closes (see pgs. 11 - 12 of policy in Attachment 1; and pgs. 12 - 13 of policy in Attachment 2).
 - c) Requirement that all indoor facility rentals must secure insurance (see pg. 8 of policy in Attachment 1; and pg. 9 of policy in Attachment 2).
 - d) Requirement that all facility rentals serving alcohol will need to arrange for security guard service (see pg. 8 of policy in Attachment 1; and pg. 8 of policy in Attachment 2).
 - e) More rules and guidelines added to the “Community Center Alcohol Use” section of the policy including a requirement for a bartender at certain events serving alcohol (see pgs. 14 - 15 of policy in Attachment 1; and pgs. 15 - 16 of policy in Attachment 2).

FISCAL IMPACT:

Revising the time that events must end at the Community Center during the weekends, as proposed in the attached revisions to Policy 317, may reduce facility rental revenue. For example, rental weekend hours after 11pm totaled 114 hours in 2023 for the Heritage Room. This totaled approximately \$30,500 in revenue.

Rental fees are not established by Policy 317, but are set by a separate City Council Resolution. Proposed adjustments to facility rental fees will be brought to the City Council at a later date.

ATTACHMENTS:

- Attachment 1 - Proposed Policy 317 revisions (clean)
- Attachment 2 - Proposed Policy 317 revisions (redlined)
- Attachment 3 - Policy 317 - Public Facility Reservation and Use Policy, Aug. 28, 2018

Attachment 1

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

Last Revision: xxxxxx, 2024

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.
 - i. The exclusive use of any public Park, or portion thereof, which has been designated by the Director as requiring a Facility Permit.
 - ii. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
 - iii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
 - iv. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
 - v. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
 - vi. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
 - vii. Any other activity or use identified in Chapter 8-04 of the Laguna Hills Municipal Code as requiring a Facility Permit.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of Alcoholic Beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park via a Facility Permit if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.
- n) Facility Permit requests for parties, events, or activities for a Minor will ONLY be issued to a parent or legal guardian of the Minor and who will also be attending the event.
- o) All Facility rental fees and deposits are set by City Council resolution except for charges for security services and insurance which are established by City's third-party vendors.

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least thirty (30) days in advance of desired reservation date(s). Requests received less than thirty (30) days in advance will

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired (*including set up and clean up times*).
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. (*Attendance cannot exceed posted room occupancies*).
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. (*Reasonable evidence of residential status may be required at the discretion of the Director*).
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's Facility reservation, to cover unpaid balances with rental fees, insurance, or security guard services, to cover cancellation fees, or if an Applicant fails to abide by the Community Center Facility Rental Hours or the rental times specified on the Facility Permit.
 - i. It is the responsibility of the Applicant to inform Department staff of any changes in address in order to process deposit refunds.
 - ii. If an Applicant's deposit fee refund on file with the City has not been deposited by the Applicant within six months after the reservation date, then the City will retain the deposit fee.
- d) The entire time needed to prepare food, decorate the Facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees and forfeiture of deposit.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs and events including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all youth participants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.
- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency may be required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Outdoor Park Amenities Use:

Outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of an outdoor Park amenity as stated above, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

All outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) are available on a first come, first serve basis unless a Facility Permit is required in accordance to section “Facility Permits” of this policy.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit (See “Application Process”). Remaining balance of Rental fees is due at least thirty (30) days prior to event. Personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant’s conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills’ Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director’s decision. The City Manager is not required to consider a late-filed appeal. The City Manager’s decision on the appeal is final.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. All events serving Alcoholic Beverages require security. Events with 0-99 attendees require one (1) security guard. Events with 100+ attendees require two (2) security guards.

Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit.

The Applicant is responsible for the cost of security guard services. Cost for security guard services are in addition to the Facility rental rates. Information regarding charges for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

Insurance is required for all indoor Facility rentals. Information regarding insurance coverage requirements will be provided to the Applicant upon Facility booking. Applicant is responsible for the cost of insurance and providing the City with the required Certificate of Insurance and endorsements at least ten (10) days prior to Applicant's use of Facility(ies). If insurance is not provided to the City at least (10) days prior to the Applicant's reservation, the reservation is subject to cancellation.

If the Applicant's insurance cannot meet City requirements, or Applicant elects to use the City's insurer, Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Cost for insurance coverage is in addition to the Facility rental rates.

The Director, in his or her discretion, may require Applicant to secure insurance coverage as described above for an outdoor Facility reservation dependent upon the

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

nature of the activity. Insurance coverage requirements are subject to change if the terms and parameters of the reservation are modified.

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to amenities such as grass, foliage, carpet, walls, flooring, displays, signs, playground equipment, etc. will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community Center in accordance with applicable City policies and an approved Facility Permit (see "Community Center Alcohol Use").

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant's Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person's Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person's Facility reservation event; or
- ii. use "The City of Laguna Hills," or "City of Laguna Hills," or "Laguna Hills Community Center," or any variation thereof, in the title of a Person's Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person's reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person's reservation event. For example:

Applicant's name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

Cleaning after Reservation

It is the Applicant's responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff.

In the event Applicant does not clean the Facilities, or does not clean the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee.

Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations.

Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit.

Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application.

Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste).

Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least thirty (30) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than thirty (30) days prior to a reservation will forfeit the Applicant's Facility deposit.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the "General Facility Reservation & Use Policies & Procedures" stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Community Center Facility Rental Hours:

Community Center Facilities can be rented during the following hours:

Community Center Facility Rental Hours			
	Facility is available and Setup Hours must be included	Event must end Time	Time available for event cleanup
Monday - Saturday	8:00 am	10:00 pm	up to 11:00 pm
Sunday	12:00 am	6:00 pm	up to 7:00 pm

- a) All events must end by time stated above under "Event must end Time." Additional time is allowed for event cleanup as designated above under "Time available for event cleanup." No music is allowed when an event ends or after the

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

“Event must end Time” as noted above, and all guests not participating in the clean-up of the event must leave the event.

- b) Forfeiture of one half of the deposit may be applied to Facility reservations that runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one half hour past 7:00 pm on Sundays, or for a reservation that runs after the end time (including clean-up time) specified on the Facility Permit up to one half hour.
- c) Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or for a reservation that runs more than one half hour after the end time (including clean-up time) specified on the Facility Permit.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays.
- e) Applicants will be charged time and one half hourly rental rate for early arrival.
- f) There is a two (2) hour minimum hourly rental rate for Community Center Facility rentals.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits.

The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant’s setup and decoration time by caterer and/or user, as well as cleanup time following use.

Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. Reservations are based upon use within the specified time period on Facility Permit and any additional use is subject to additional charges as follows:

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

City staff will set up all tables, chairs, and equipment according to the set-up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application.

Only one setup per group will be provided. Requests for changes to room setup after the setup is completed in accordance to the Facility Permit plan will not be accommodated.

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant's reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant's deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) Rentals include the use of tables and chairs. Table covers are not provided.
- b) Styrofoam products are prohibited from use in the Community Center.
- c) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), warmers, ice machine, and microwave.
- d) Eating, serving, and cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- e) Refrigerator space may be limited due to active, on-going City programs.
- f) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times.

The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries.

The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

The following rules and guidelines apply to Alcoholic Beverages use at the Community Center.

- a) Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their Facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve Alcoholic Beverages.
- b) Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for Minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities.
- c) Alcoholic Beverages may not be served to Minors. Alcoholic Beverages are to be served only to persons 21 years of age and older.
- d) Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard.
- e) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays.
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.
- g) Security is required for all events serving Alcoholic Beverages.
- h) Alcoholic Beverages may not be consumed while setting up or cleaning up an event.
- i) A bartender is required for beer keg service or when hard alcohol is served. Hard alcohol means all Alcoholic Beverages except for wine or beer served in cans or bottles. Additionally, the following type of events require a bartender: weddings, wedding receptions, and memorial services. It is the responsibility of the Applicant to show proof the person serving Alcoholic Beverages is a qualified bartending graduate from an accredited institution (RBS and/or TIPS). The bartender CANNOT be a guest of the event and consume alcohol. The bartender

City Council Policy
No. 317
Public Facility Reservation and Use Policy

must supervise the bar for the duration of alcohol being served (maximum of 5 hours).

The Director has the discretion to require a bartender for any event serving alcohol including events that will only serve wine and/or beer.

- j) An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.
- k) It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
 Santa Ana, California
 (714) 558-4101

- l) A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.
- m) Any violation of these Alcoholic Beverages rules and guidelines will result in immediate termination of the event and the forfeiture of all rental fees and security deposit in full.
- n) If Applicant's event is not serving Alcoholic Beverages, as designated on the Applicant's Facility Permit, and Alcoholic Beverages are found in or around the reserved Facility, the event will immediately be terminated and the Applicant will forfeit all rental fees and security deposit in full.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule (*established by City Council Resolutions*)

Attachment 2

Attachment: Attachment 2 - Proposed Policy 317 revisions (redlined) (3418 : Policy 317 Facility Use)

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

Last Revision: xxxxxx, 2024

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

1783698.1

Attachment: Attachment 2 - Proposed Policy 317 revisions (redlined) (3418 : Policy 317 Facility Use)

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.

- i. The exclusive use of any public Park, or portion thereof, which has been designated by the Director as requiring a Facility Permit.
- ~~i.~~ii. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
- ~~ii.~~iii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
- ~~iii.~~iv. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
- ~~iv.~~v. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
- vi. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- ~~v.~~vii. Any other activity or use identified in Chapter 8-04 of the Laguna Hills Municipal Code as requiring a Facility Permit.

- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of ~~alcoholic beverages~~Alcoholic Beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park via a Facility Permit if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.

Rental Fees:

- n) Facility Permit requests for parties, events, or activities for a Minor will ONLY be issued to a parent or legal guardian of the Minor and who will also be attending the event.

All Facility rental fees and deposits are set by City Council resolution.

- a) ~~Community Center rental fee policies: except for charges for security services and insurance which are~~
 - i. ~~The weekend rate, as established by City Council resolution, will begin at 5:00 p.m. on Fridays and end on 12:00 a.m. on Sundays.~~
City's third-party vendors.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

~~ii. Applicants will be charged time and one half hourly rental rate for early arrival and late departure time not indicted on approved Facility Permit.~~

~~iii.o) There is a two (2) hour minimum hourly rental rate for the Heritage Room, Classroom, and Art Room only.~~

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least ~~fourteen (14)~~thirty (30) days in advance of desired reservation date(s). Requests received less than ~~fourteen (14)~~thirty (30) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired *(including set up and clean up times)*.
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. *(Attendance cannot exceed posted room occupancies)*.
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. *(Reasonable evidence of residential status may be required at the discretion of the Director)*.
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion ~~there of~~thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's ~~facility~~Facility reservation, to cover unpaid balances with rental fees, insurance ~~processing costs~~, or security guard services, to cover cancellation fees—, or if an Applicant fails to abide by the Community Center Facility Rental Hours or the rental times specified on the Facility Permit.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- i. It is the responsibility of the Applicant to inform Department staff of any changes in address in order to process deposit refunds.
- ii. If an Applicant's deposit fee refund on file with the City has not been deposited by the Applicant within six months after the reservation date, then the City will retain the deposit fee.
- d) The entire time needed to prepare food, decorate the ~~facilities~~Facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees and forfeiture of deposit.
- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That, ~~if applicable~~, evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs, and events including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all ~~applicants~~youth participants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency ~~is~~may be required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Outdoor Park Amenities Use:

Outdoor Park amenities (including ~~fields~~open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of ~~an outdoor~~ Park amenity as stated above, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

All outdoor Park amenities ~~are~~(including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) are available on a first come, first serve basis unless ~~reserved as stated above~~a Facility Permit is required in accordance to section "Facility Permits" of this policy.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

~~All payments are due fourteen (14) calendar days prior to scheduled use. Any balance due can be paid by credit card, cashier's check, personal check, or money order. However, personal~~ Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit (See "Application Process"). Remaining balance of Rental fees is due at least thirty (30) days prior to event. Personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

~~Any cash payment for a Facility Permit deposit and/or fees is limited to \$500 per Person per day.~~

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant's conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills' Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director's decision. The City Manager is not required to consider a late-filed appeal. The City Manager's decision on the appeal is final.

Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. All events serving Alcoholic Beverages require security. Events with 0-99 attendees require one (1) security guard. Events with 100+ attendees require two (2) security guards.

Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit.

The Applicant is responsible for the cost of security guard services. Cost for security guard services are in addition to the Facility rental rates. Information regarding charges

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

~~Dependent upon the nature of the proposed activity for a Facility rental, the City may, at its discretion, require the Applicant to purchase, through the Department's insurance service provider, coverage naming the City of Laguna Hills, its officers and employees as additional insured. Insurance is required for all indoor Facility rentals. Information regarding insurance coverage requirements will be provided to the Applicant upon Facility booking. Applicant is responsible for the cost of insurance and providing the City with the required Certificate of Insurance and endorsements at least ten (10) days prior to Applicant's use of Facility(ies). If insurance is not provided to the City at least (10) days prior to the Applicant's reservation, the reservation is subject to cancellation.~~

~~If the Applicant's insurance cannot meet City requirements, or Applicant elects to use the City's insurer, Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Information regarding Cost for insurance coverage requirements and charges will be provided~~is in addition to the Facility rental rates.

~~The Director, in his or her discretion, may require Applicant to secure insurance coverage as described above for an outdoor Facility reservation dependent upon Facility booking, the nature of the activity. Insurance coverage requirements are subject to change if the terms and parameters of the reservation are modified. Insurance coverage is required for any activities where alcohol is served.~~

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to ~~Park~~ amenities such as grass ~~and~~, foliage, carpet, walls, flooring, displays, signs, playground equipment, etc. will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Center in accordance with applicable City policies and an approved Facility Permit (see “Community Center Alcohol Use”).

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant’s Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person’s Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person’s Facility reservation event; or
- ii. use “The City of Laguna Hills,” or “City of Laguna Hills,” or “Laguna Hills Community Center,” or any variation thereof, in the title of a Person’s Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person’s reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person’s reservation event. For example:

Applicant’s name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Cleaning after Reservation

It is the Applicant's responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff.

In the event Applicant does not clean the Facilities, or does not clean the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee.

Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations.

Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit.

Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application.

Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste).

Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least ~~fourteen~~ (14thirty (30)) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than ~~fourteen~~ (14thirty (30)) days prior to a reservation ~~are subject to higher cancellation fees where applicable~~ will forfeit the Applicant's Facility deposit.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the "General Facility Reservation & Use Policies & Procedures" stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Community Center Facility Rental Hours:

Community Center Facilities can be rented during the following hours:

	<u>Community Center Facility Rental Hours</u>		
	<u>Facility is available and Setup Hours must be included</u>	<u>Event must end Time</u>	<u>Time available for event cleanup</u>
<u>Monday - Saturday</u>	<u>8:00 am</u>	<u>10:00 pm</u>	<u>up to 11:00 pm</u>
<u>Sunday</u>	<u>12:00 am</u>	<u>6:00 pm</u>	<u>up to 7:00 pm</u>

a) All events must end by time stated above under "Event must end Time." Additional time is allowed for event cleanup as designated above under "Time available for event cleanup." No music is allowed when an event ends or after the "Event must end Time" as noted above, and all guests not participating in the clean-up of the event must leave the event.

b) Forfeiture of one half of the deposit may be applied to Facility reservations that runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

half hour past 7:00 pm on Sundays, or for a reservation that runs after the end time (including clean-up time) specified on the Facility Permit up to one half hour.

- c) Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or for a reservation that runs more than one half hour after the end time (including clean-up time) specified on the Facility Permit.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays.
- e) Applicants will be charged time and one half hourly rental rate for early arrival.
- f) There is a two (2) hour minimum hourly rental rate for Community Center Facility rentals.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits.

The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant's setup and decoration time by caterer and/or user, as well as cleanup time following use. ~~Reservations are based upon use within the specified time period. Any additional use will be charged.~~

Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. Reservations are based upon use within the specified time period on Facility Permit and any additional use is subject to additional charges as follows:

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit.

~~Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit.~~ City staff will set up all tables, chairs, and equipment according to the set-up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application.

Only one setup per group will be provided. Requests for changes to room setup after the setup is complete completed in accordance to the Facility Permit plan will not be accommodated.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant's reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant's deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) ~~Building rentals~~Rentals include the use of tables and chairs. Table covers are not provided.
- b) ~~Eating and serving utensils are not provided.~~
- e)b) Styrofoam products are prohibited from use in the Community Center.
- d)c) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), warmers, ice machine, and microwave. ~~Partial Kitchen rentals only include use of refrigerator and ice machine.~~
- e)d) ~~Cooking~~Eating, serving, and cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- f)e) Refrigerator space may be limited due to active, on-going City programs.
- g)f) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. ~~All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.~~ Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times.

The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries.

The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

The following rules and guidelines apply to Alcoholic Beverages use at the Community Center.

~~Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Beer kegs are allowed only if an individual (bartender) is attending the keg and servicing beer to reservation attendees. Beer kegs are restricted to only Community Center patio areas.~~

- a) Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their ~~facility~~Facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve ~~alcohol~~Alcoholic Beverages.
- b) Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for ~~minors~~Minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities. ~~Alcohol may not be served to minors. Alcoholic Beverages are to be served only to persons 21 years of age and older. An Applicant's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.~~
- c) ~~All Alcoholic Beverages must be consumed inside the rented area of the Facility. The consumption of~~may not be served to Minors. Alcoholic Beverages ~~is prohibited during set-up~~are to be served only to persons 21 years of age and older.
- d) Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. ~~clean~~
- e) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays.
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.
- g) Security is required for all events serving Alcoholic Beverages.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

h) Alcoholic Beverages may not be consumed while setting up or cleaning up time an event.

i) A bartender is required for beer keg service or when hard alcohol is served. Hard alcohol means all Alcoholic Beverages except for wine or beer served in cans or bottles. Additionally, the following type of events require a bartender: weddings, wedding receptions, and memorial services. It is the responsibility of the Applicant to show proof the person serving Alcoholic Beverages is a qualified bartending graduate from an accredited institution (RBS and/or TIPS). The bartender CANNOT be a guest of the event and consume alcohol. The bartender must supervise the bar for the duration of alcohol being served (maximum of 5 hours).

The Director has the discretion to require a bartender for any event serving alcohol including events that will only serve wine and/or beer.

j) An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.

k) It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

l) A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

m) Any violation of these Alcoholic Beverages rules and guidelines will result in immediate termination of the event and the forfeiture of all rental fees and security deposit in full.

n) If Applicant's event is not serving Alcoholic Beverages, as designated on the Applicant's Facility Permit, and Alcoholic Beverages are found in or around the reserved Facility, the event will immediately be terminated and the Applicant will forfeit all rental fees and security deposit in full.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule *(established by City Council Resolutions)*

Attachment 3

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.
 - i. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
 - ii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
 - iii. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
 - iv. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
 - v. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.
- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- d) A Facility Permit may not be transferred, assigned, or sublet.
- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff reserves the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of alcoholic beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.

Rental Fees:

All Facility rental fees and deposits are set by City Council resolution.

Community Center rental fee policies:

- i. The weekend rate, as established by City Council resolution, will begin at 5:00 p.m. on Fridays and end on 12:00 a.m. on Sundays.
- ii. Applicants will be charged time and one half hourly rental rate for early arrival and late departure time not indicted on approved Facility Permit.
- iii. There is a two (2) hour minimum hourly rental rate for the Heritage Room, Classroom, and Art Room only.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least fourteen (14) days in advance of desired reservation date(s). Requests received less than fourteen (14) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:
 - i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired (*including set up and clean up times*).
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. (*Attendance cannot exceed posted room occupancies*).
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. (*Reasonable evidence of residential status may be required at the discretion of the Director*).
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's facility reservation, to cover unpaid insurance processing costs, or to cover cancellation fees.
- d) The entire time needed to prepare food, decorate the facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees.
- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That, if applicable, evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs, including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all applicants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.
- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency is required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Park Amenities Use:

Park amenities (including fields, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of a Park amenity, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

All Park amenities are on a first come, first serve basis unless reserved as stated above.

Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs

City Council Policy
No. 317
Public Facility Reservation and Use Policy

of Applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

Payments:

All payments are due fourteen (14) calendar days prior to scheduled use. Any balance due can be paid by credit card, cashier's check, personal check, or money order. However, personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

Any cash payment for a Facility Permit deposit and/or fees is limited to \$500 per Person per day.

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant's conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills' Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director's decision. The City Manager is not required to consider a late-filed appeal. The City Manager's decision on the appeal is final.

Waiver of Fees:

Any and all applicable fees may be waived or reduced, at the sole discretion of the City Manager, for public school activities and events and governmental purposes, as well as

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

for community activities and events that are sponsored or co-sponsored by the City. The decision of the City Manager shall be final.

Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled for entire event time specified on the Facility Permit. The Applicant is responsible for the cost of security guard services. Information regarding charges for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

Dependent upon the nature of the proposed activity for a Facility rental, the City may, at its discretion, require the Applicant to purchase, through the Department's insurance service provider, coverage naming the City of Laguna Hills, its officers and employees as additional insured. Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Information regarding insurance coverage requirements and charges will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified. Insurance coverage is required for any activities where alcohol is served.

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to Park amenities such as grass and foliage, will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Center in accordance with applicable City policies and an approved Facility Permit (see “Community Center Alcohol Use”).

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant’s Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person’s Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person’s Facility reservation event; or
- ii. use “The City of Laguna Hills,” or “City of Laguna Hills,” or “Laguna Hills Community Center,” or any variation thereof, in the title of a Person’s Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person’s reservation event.

The City does not restrict a Person from using a Facility name and address to advertise the location of a Person’s reservation event. For example:

Applicant’s name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

Cleaning after Reservation

It is the Applicant’s responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff. In the event Applicant does not clean the Facilities, or does not clean

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee. Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations. Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit. Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses, harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application. Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste). Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least fourteen (14) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

Cancellations made less than fourteen (14) days prior to a reservation are subject to higher cancellation fees where applicable.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the “General Facility Reservation & Use Policies & Procedures” stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Mandatory Site Meeting:

A mandatory site meeting will be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits. The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant’s setup and decoration time by caterer and/or user, as well as cleanup time following use. Reservations are based upon use within the specified time period. Any additional use will be charged.

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit. Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. City staff will set up all tables, chairs, and equipment according to the set up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application. Only one setup per group will be provided. Requests for changes to room setup after the setup is complete in accordance to the Facility Permit plan will not be accommodated.

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the Facility is not cleaned to the conditions prior to Applicant’s reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant’s deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) Building rentals include the use of tables and chairs. Table covers are not provided.
- b) Eating and serving utensils are not provided.

**City Council Policy
No. 317
Public Facility Reservation and Use Policy**

- c) Styrofoam products are prohibited from use in the Community Center.
- d) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), and microwave. Partial Kitchen rentals only include use of refrigerator and ice machine.
- e) Cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- f) Refrigerator space may be limited due to active, on-going City programs.
- g) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. All decorative and other items, such as approved signs, shall be removed by the end of the rental period. Do not drag heavy items on floors. Glitter is not allowed. Open flames (i.e. candles) will not be allowed in the facilities, unless specifically authorized in writing by the Director.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times. The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries. The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

Community Center Alcohol Use:

Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Beer kegs are allowed only if an individual (bartender) is attending the keg and servicing beer to reservation attendees. Beer kegs are restricted to only Community Center patio areas.

Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve alcohol.

Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for minors such as birthday

City Council Policy
No. 317
Public Facility Reservation and Use Policy

parties, quinceaneras, bar and bat mitzvahs, or student activities. Alcohol may not be served to minors. Alcoholic Beverages are to be served only to persons 21 years of age and older. An Applicant's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.

All Alcoholic Beverages must be consumed inside the rented area of the Facility. The consumption of Alcoholic Beverages is prohibited during set up and clean up time. An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.

It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
 Santa Ana, California
 (714) 558-4101

A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule *(established by City Council Resolutions)*



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 7, 2024
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2023 Community Services Year-End Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the report.

SUMMARY:

Staff has completed a year-end report for calendar year 2023. The purpose of the report is to highlight the major accomplishments of the past year, along with providing information on facility reservations, program registration and evaluations, and costs associated with the maintenance of the Community Center building. The year-end report also provides an outlook on the 2024 events, programs, and work projects.

ATTACHMENTS:

- Community Service Year End Report 2023

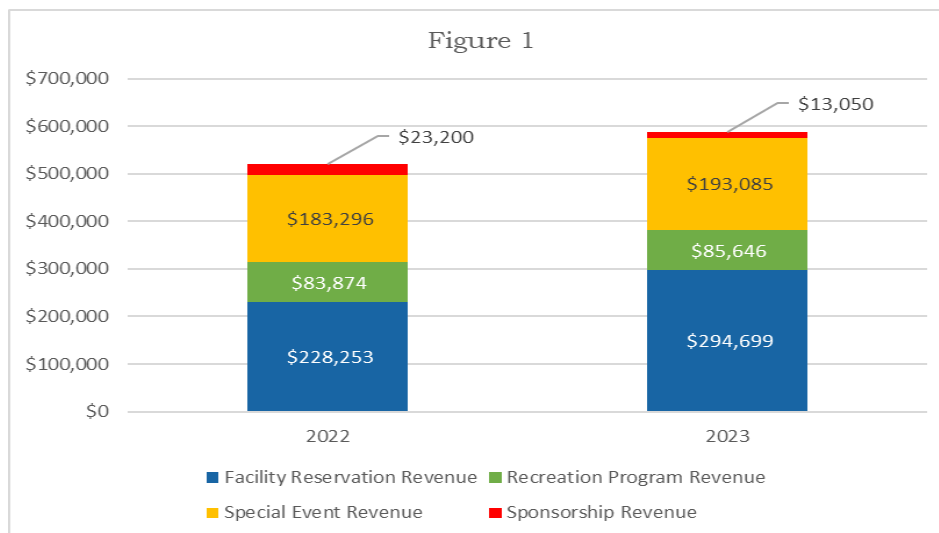


Community Services Department 2023 Year-end Report

Community Services Revenue



Figure 1 below represents the revenue brought in by the Community Services Department in 2023, including indoor and outdoor facility reservations, recreation program/class and activities fees, special event fees, and sponsorships. Total revenue for 2023 was \$586,480.



Facility Reservations



Since its opening in 2002, the Laguna Hills Community Center and Sports Complex has served the community with numerous facility reservations, including wedding receptions, memorials, business seminars, quinceañeras and HOA meetings. The Sports Complex's fields, picnic shelters, and paleo-themed playground are also busy throughout the year. The total reservation revenue for calendar year 2023 was \$294,699.

Table 1 below highlights the total number of reservations and reservations by rental rate category. In 2023, the Community Services Department processed 431 facility reservation permits. In the past year, sixty percent (60%) of facility rentals were booked by the Laguna Hills residential categories (i.e. Resident Non-Profit and Resident Private). A list of the type of reservations and the number of reservations per type for calendar year 2023 are provided in Appendix A.

Table 1: Reservation (Res.) Breakdown by Rate Category				
	2022		2023	
	# of Res.	% of Res.	# of Res.	% of Res.
Resident Non-Profit	43	12%	39	9%
Resident Private	197	56%	220	51%
Non-Resident Non-Profit	20	6%	26	6%
Non-Resident Private	69	20%	110	25%
Commercial	24	7%	36	8%
Totals	353		431	

Recreation Programs



RECREATION CLASS/ACTIVITY REGISTRATION

The City offered over 300 recreation classes and activities in 2023 with total revenue at \$85,646. Appendix B shows the types of contract instructor classes hosted by the City. There were over 500 class registrations in 2023.



NEW CONTRACT CLASS INSTRUCTORS

Community Services Staff onboarded multiple new instructors in 2023 to increase class offerings. New classes in 2023 included parent and child playtime with crafts and music, roller skating, and cookie decorating workshops.



● **HIKING AND EXCURSIONS PROGRAMS**



Community Services staff brought back our Hiking Club, Day Hikes, and the Excursions program in Spring 2023. The following programs are staff-led, and staff plans and transports participants to various locations. Hiking Club embarks on trails of varying difficulties, with a new set of hikes each quarter. The Community Services Department also plans Day Hikes, where staff drives participants from the Community Center to a trailhead and often includes a stop for lunch or sight-seeing. Recent excursions and day trips included visits to the Mission Inn to view the Festival of Lights, the Huntington Library, and the California Science Center and Griffith Observatory. The maximum number of participants for each activity is thirteen (13) due to transportation capacity. The hiking and excursion programs regularly have at least ten (10) participants. Approximately 310 people participated in these programs in 2023.

● **DROP-IN SPORTS**

The following drop-in sports programs are offered as part of the City's recreation programs. They provide an opportunity for all ages to recreate.

- Youth Open Gym (basketball) is offered Monday – Thursday from 2:00 pm – 4:00 pm and Sunday from 12:00 pm-2:00 pm.
- Adult Open Gym (basketball) is offered Friday from 6:00 pm – 10:00 pm and Sunday 2:00 pm-6:00 pm.
- Pickleball is offered Monday and Thursday from 6:00 pm – 9:00 pm. We will also set up this program on request Tuesday and Wednesday from 8:00 am – 12:00 pm.
- Table Tennis is offered Tuesday and Thursday from 12:00 pm – 2:00 pm and Saturday from 12:00 pm – 2:00 pm. Staff will often extend the hours of this program until 4:00 pm if the room has availability.



● **EMERITUS PROGRAM**

As an extension of the City's recreation programs, the City again partnered with the Emeritus program at Saddleback College to offer senior programming in 2023. Under this program, the Emeritus offers senior fitness and cultural arts programming. In 2023 the Emeritus program hosted at the Laguna Hills Community Center had 1,348 registrations.

The list below shows all classes offered at the Community Center in 2023.

- Beginning Water Color
- Intermediate/Advanced Water Color
- Beginning Spanish
- Advanced Practice Spanish
- Cardio Health
- Beginning Knitting
- Intermediate Sketching
- Posture and Flexibility
- Focused Movement
- Muscle Strength
- Tai Chi



Community Services



● **GLOBAL HARMONY SYMPHONY**

The Global Harmony Symphony (GHS) returned to the Community Center under the leadership of Maestra Valerie Geller in 2023. The GHS is open to all ages of musicians. In exchange for rehearsal space at the Community Center's Heritage Room on Monday nights, the GHS offers seasonal symphony concerts

to the public. Maestra Geller also arranges for a monthly musical program that features special guest artists to perform during lunch-time at the Community Center. This program is called the 'Moment Musicale'.

In 2023, Global Harmony Symphony performed at the Community Center to the public on the following dates:

- Tuesday, February 28: Moment Musicale - "The Snowman"
- Thursday, April 13: Moment Musicale – Shelby Wong, Piano
- Tuesday, May 9: Moment Musicale – Joey Sellers, Trombone
- Monday, May 22: Global Harmony Symphony Spring Concert
- Tuesday, July 11: Moment Musicale – Synergy Trio
- Monday, August 21: Global Harmony Symphony Summer Concert – "Sway"
- Tuesday, October 10: Moment Musicale – 'Peter and the Wolf' and 'Carnival of the Animals'
- Monday, November 13: Global Harmony Symphony Fall Concert



● **SENIOR DIAL-A-TAXI PROGRAM**

Funded by the OCTA Senior Mobility Program, the City of Laguna Hills offers a Senior Dial-a-Taxi program for transportation services for seniors 60 years of age and older. Currently there are 809 seniors that are registered for the program. The service area is any destination within Laguna Hills, Mission Viejo, and Laguna Woods. There are also several satellite destinations outside this service such as John Wayne Airport that are serviced under this program. Table 2 below provides information on the use of this program.

Table 2: Senior Dial-a-Taxi Participation		
	2022	2023
New Users	53	66
Service Area Trips	283	642
Airport Trips	89	140
Total Trips	372	782

● CIVICREC

The Community Services Department completed the transition away from the previous recreation software, Active.net, to CivicRec. CivicRec facilitates the management of facility reservations, class registrations, contract instructors, sports leagues and memberships, as well as the generation of the recreation class catalog and reports.

Community Events



● DADDY DAUGHTER DINNER DANCE

On February 17, 2023, we hosted the Daddy Daughter Dinner Dance. Participants enjoyed dinner, dancing, and had a great time. The event had nearly 200 participants. Dinner was Italian food provided by Villa Roma and dessert was mini bundt cakes from Nothing Bundt Cakes.

● LAGUNA HILLS MEMORIAL DAY HALF MARATHON, 5K, AND 10K

The 24th annual City of Laguna Hills Memorial Day Half Marathon, 10K, 5K, and Kids' Race honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2023. 2,492 individuals participated in the event. Several Marines ran in the half marathon, which along with the 5k and 10k, was led from the start line by Grand Marshall Cameron West. Total 2023 event expenditures, were \$204,774 and event revenues totaled \$188,666. On August 22, 2023, City Council approved a resolution for Community Assistance Funding in the amount of \$7,107 to Team Darkhorse. On October 24, 2023, City Council directed staff to prepare future authoring resolutions for community assistance funding in the amount of \$10,000 per year, removing the pledge formula based on the number of race registrations, which was first established by City Council in 2011.



● 4TH OF JULY CELEBRATION

Approximately 7,000 people attended the City's annual Fourth of July Celebration on Tuesday, July 4, 2023. The special event took place between the hours of 4:00 pm – 9:30 pm. The event featured carnival rides, games, informational booths, face



painting, crafts, and food vendors. Live music was provided by Family Style. Fireworks America provided an excellent 20-minute fireworks display. Abe and Mary Todd Lincoln and Ulysses and Julia Grant also made a visit to this event. Expenditures for the 2023 Fourth of July Celebration totaled \$90,360.

● **NATIONAL NIGHT OUT**

On August 31, from 5:00 pm – 8:00 pm at the Community Center and Sports Complex, the Laguna Hills Police Services Department hosted National Night Out. There were several community vendors, bounce houses, fire trucks, and numerous police vehicles including the "Duke" police helicopter. Also, the National Guard landed a Blackhawk Helicopter onsite.



● **PARENTS NIGHT OUT**

The City hosted two (2) Parents Night Out events in 2023, and an additional third event as part of the holiday event series. Parents Night Out is a free event for parents to drop their kids off at the Community Center for an evening filled with bounce houses, dinner, trivia, crafts, and more.



● **MOVIES IN THE PARK**

Four Movies in the Park were offered in 2023 at various neighborhood parks throughout the city. Community Services staff purchased movie equipment so that we can continue to hold these events regularly. The movie schedule was as follows:

- *Meet the Robinsons*: June 9, Community Center and Sports Complex.
- *Minions: The Rise of Gru*: July 14, Cabot Park.
- *Mummies*: August 25, Santa Vittoria Park.
- *The Super Mario Bros Movie*: September 8, Clarington Park.



The events were well attended with between 40-120 people per movie. Staff also had crafts and giveaways for attendees, as well as popcorn and water.

● **CONCERTS IN THE PARK**

Four Concerts in the Park were offered in 2023. Each concert was held at the Laguna Hills Community Center and Sports Complex under the gazebo. There was a wide variety of music for all tastes including:

- The James Kelly Band: July 21
- Savor (Santana cover band): July 28
- Beach St. a GoGo: August 4
- The Reflexx: August 18



It is estimated that 200-500 people attended each concert.

● **HERITAGE DAY**

The Second Annual Heritage Day took place on September 23 from 10:00 am – 6:00 pm. There was a wide variety of live performances including The Smith Country Band, Yesteryears Early Californio dance demonstration, Smokin' Cobras, Naranjito Flamenco, and The James Kelly Band. The keynote speaker was the Consul General of Spain in Los Angeles, Juan Carlos Sánchez. There were several exhibits to visit including Moulton Museum Historical Display, a blacksmith, sheep-shearing, and a variety of historical reenactors. The event also hosted carnival rides, bounces houses, pony rides, and a petting zoo as well as food vendors, and a beer and wine garden. An estimated 2,500 people were in attendance throughout the day.



● **ROOTED VOLUNTEER CAMPAIGN AND ENVIRONMENTAL EVENTS**

The City hosted two (2) Rooted Volunteer Campaign events in calendar year 2023. March 4 was landscaping improvements along El Dorado St. April 29 was a tree-planting event at Knotty Pine Park. In addition to these Rooted events, the City hosted a CR&R bulky item drop off event, as well as paper shredding and e-waste drop-off on May 6. On November 18, the City hosted a compost giveaway event.



HOLIDAY EVENT SERIES

The City hosted five (5) different holiday events this year, as described below.

- The Tree Lighting Ceremony took place at the Laguna Hills Community Center on **December 2**, from 6:00 pm – 8:00 pm. The event showcased a tree lighting ceremony with carolers, a visit from Santa, and snow. Refreshments were provided by the Laguna Hills Chamber of Commerce and the OC Sheriff's Department. OC Public Libraries' Laguna Hills Technology Library branch provided crafts for the kids. There was also a toy drive through Toys for Tots as well as a canned food drive for South County Outreach. It is estimated that 250-300 people were in attendance.


- An Evening of Holiday Music took place on **December 8** from 7:00 pm – 9:00 pm. The Concordia Community Handbell Ensemble and the Pollytechnic Brass Quintet performed a variety of holiday music to over sixty (60) attendees.


- The annual Breakfast Santa Event took place on **December 9**, from 9:00 am – 11:00 am at Laguna Hills Community Center. Participants enjoyed a breakfast provided by Polly's Pies, and were able to have a meet and greet and take photos with Santa. Additionally, the Laguna Hills Technology Branch Library provided crafts. The event was sold out with 200 participants.


- Parents Night Out was hosted on **December 15** from 6:00 pm – 8:00 pm, and offered an opportunity for parents to drop off their children (ages 6 – 12 years old) for dinner, bounces houses, crafts, and movies. This free event sold out with ninety (90) participants.

- The Holiday Dance Extravaganza was on **December 16** from 7:00 pm – 9:00 pm in the Community Center Heritage Room. There were performances from seven (7) local dance companies and artists. The event sold 186 tickets with a ticket revenue of \$1,404 and \$1,050 in sponsorship donations.



● **KATHY IRELAND CHILDREN'S CHRISTMAS CELEBRATION**



The Community Center was the site host for the Kathy Ireland Children's Christmas Celebration on December 2, 2023. The event brought in over 230 children from surrounding cities. Children received presents, participated in crafts, got a chance to talk to Santa, enjoyed lunch, and visited a safety expo by the OCSD. Community Services staff worked closely with OCSD staff and AEFK/911 for Kids to support this event.

Outlook for 2024



In addition to the day-to-day operations of the Community Services Department, listed below are some highlights of work efforts that have recently been completed and planned for 2024.

● **RECREATION CLASSES**

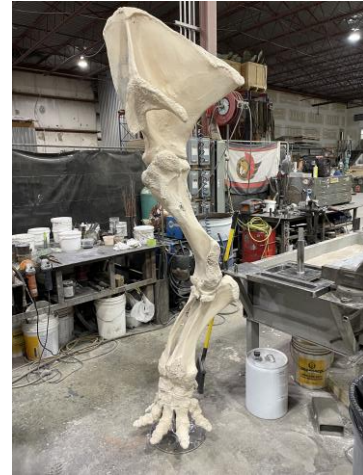
Staff is focusing on bringing new and innovative recreation classes to the Community Center. New classes already planned for 2024 include line dance, young adult entrepreneurship, cooking demonstrations and workshops, sewing, Zumba, and parent and child educational classes.

● **ADULT SPORTS LEAGUES**

Community Services staff has brought back the Adult Basketball recreation league. The first season will run for 10 weeks from March-May. There are currently four (4) teams registered. The adult softball league will also continue, with plans to add more teams.

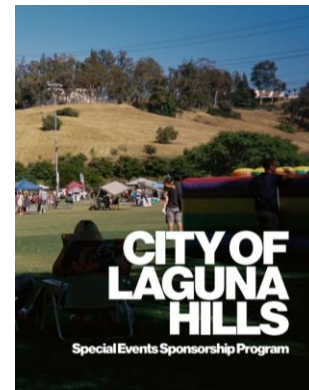
FOSSIL FINDERS FOSSIL FIXERS AND FOSSIL EXHIBITS

With recent improvements to the fossil exhibits, staff has resumed the Fossil Finders program in 2024 by hosting the program to a local elementary school in January. Fossil Finders is a hands-on learning experience that introduces students to subjects such as paleontology, geologic time, and regional fossil resources. Additionally, a replica of a mastodon forelimb is complete and is scheduled to be installed in 2024. The forelimb exhibit is a great educational tool on the size of the mastodon and features the fossils already exhibited in the lobby area.



SPONSORSHIP PROGRAM

The Community Services Department has completed a sponsorship packet to present to local businesses for opportunities to showcase their business at Community Services events. The Community Services Department hopes to partner with businesses to increase sponsorship revenue and market the city's local businesses.



COMMUNITY EVENTS

In addition to the City's large community events such as the 4th of July, Memorial Day Race, and Heritage Day (September 28), Community Services staff are planning the following community events throughout 2024.

- Rooted Campaign. The volunteer program to beautify the City with improvement projects such as planting trees and plants and painting projects will occur on the following dates this year: March 16, April 27, June 8, and September 14.

- Solid Waste & Recycling Community Events. The Community Services Department is planning to host another paper shredding event on April 6 and a compost give-away event later in the year.
- Spring Event. Community Services staff is planning a spring event that will be hosted on March 23rd.
- Summer Concert Series. Concerts in the Park will be held on July 19, July 26, August 2, and August 9. All concerts will be held at the Laguna Hills Community Center and Sports Park from 6:30 pm – 8:30 pm.
- Movies in the Park. Movies in the Park will be held at neighborhood parks throughout the City on August 16, August 23, August 30, and September 6.
- Circle of Friends. Community Services staff is planning on hosting a Circle of Friends Spring Dance on June 14 and a Halloween Dance on October 25.

● **RECREATION FEE STUDY AND POLICY UPDATES**

The Community Services Department is completing a Recreation Fee Study to ensure that the City of Laguna Hills fees are in-line with neighboring, comparable cities. Additionally, Policy 317, the Public Facility Reservation and Use Policy, has been updated and will be presented to City Council for approval.

Appendix A

2023 Reservations by Activity and Totals



● COMMUNITY CENTER FACILITY RESERVATIONS

(Heritage Room, Classroom, Art Room)

<u>Activity</u>	<u>Total</u>	<u>Activity</u>	<u>Total</u>
Birthday Party	43	Fairs	2
Piano Recital	44	Baptism	3
Educational Classes	46	Screening Party	2
Wedding Receptions	12	Generic Party	17
HOA Meeting	3	Christmas Party	2
Quinceanera	12	Anniversary	3
High School Banquet	2	Sports/Coach Meeting	2
Board Meeting	19	Concert	1
Graduation Party	8	Public Outreach	3
Dance Recital	3	Play	1
Baby Shower	13	Fundraiser	1
Memorial Reception	6	Religious Ceremony	3
Theater production	1	Other	12

● OUTDOOR FACILITY RESERVATIONS

<u>Facility</u>	<u>Total</u>
Picnic Shelters	89
Gazebo	10
Town Green	18
Soccer Fields	6
Softball Field	16
Hockey Rink	11
Neighborhood Parks	9
Little League Field	3

Appendix B

Types of Classes 2023



● **CONTRACT INSTRUCTOR CLASSES**

- *Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- *Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Aikido – Ages 6 and up
- Basics of Skateboarding – Ages 6 - 17
- Youth Beginning Guitar and Ukulele – Ages 6 - 17
- Adult Beginning Guitar and Ukulele – Ages 18 and up
- Belly Dancing (I, II, III) – Ages 18 and up
- Clog Dance – Ages 18 and up
- *Cookie Decorating – Ages 5 and up
- *Dance Yoga – Ages 5 and up
- Elementary Spanish – Ages 18 and up
- *Fun with Sounds (parent and child music) – Ages 1-5
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Music Together – Ages 1 ½ - 3
- *Paint, Paste, and Pour (parent and child crafts) – Ages 1 ½ - 6
- *Frozen* Musical Camp – Ages 6 – 12

● **STAFF LED CLASSES**

- Camp Build-A-Fort (Sessions I & II) – Ages 8 - 12
- Adult Softball Leagues – Ages 18 and up
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball
- Day Hikes
- Hiking Club
- Excursions

*new class/instructor



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 7, 2024
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2024 Daddy Daughter Dinner Dance

RECOMMENDATION: That the Parks and Recreation Commission receive an oral report regarding the 2024 Daddy Daughter Dinner Dance.

ATTACHMENTS:

- Daddy Daughter Dance

CITY OF LAGUNA HILLS

Daddy Daughter Dinner Dance

JOIN US ON

FEBRUARY 16 • 6:30-8:30 PM

Dads and daughters, please join the City of Laguna Hills Community Services Department for our annual dinner dance. Wear your best Roarin' 20s outfits! Tickets are \$10 per person and pre-registration is required. You can register online at lagunahillsca.gov. Please call 949.707.2680 for more information.

