



CITY OF LAGUNA HILLS PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA Wednesday, August 1, 2018 – 7:00 PM

Dan Cooper - Chair

**David Robbins - Vice Chair
Chris Mackey - Commissioner**

**Victoria Auer - Commissioner
Maya Douglas - 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. 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.

2. MINUTES APPROVAL**2.1 Approval of Minutes for June 6, 2018, Regular Meeting**

Recommendation: That the Parks and Recreation Commission approve the Minutes for the June 6, 2018, Regular Meeting

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Proposed City Council Policy for Display of Sponsorship Banners in City Parks for Laguna Hills Youth Sports Organizations.**

Recommendation: That the Parks and Recreation Commission review and comment on the draft “Temporary Sponsorship Banners in City Parks” Policy.

4.2 Update of City Council Reservation Policies Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, and Gymnasium.

Recommendation: That the Parks and Recreation Commission review the attached 2nd draft of the “Public Facility Reservation & Use Policy” and provide comment to staff before it is brought to the City Council.

4.3 2018 Memorial Day Half Marathon, 10K, 5K, Post Event Report

Recommendation: The Parks and Recreation Commission receive and file the report

4.4 Fourth of July Post Event Report 2017

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

5. INFORMATIONAL ITEMS**6. COMMISSIONER COMMENTS****7. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be October 3, 2018, at 7:00 PM 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 July 27, 2018, at 5:00 PM.



David T. Reynolds; Deputy City Manager

July 27, 2018

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: August 1, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for June 6, 2018, Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the Minutes for the June 6, 2018, Regular Meeting

ATTACHMENTS:

- Minutes

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

**REGULAR MEETING
MINUTES
Wednesday, June 6, 2018**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Dan Cooper

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Chair	Present	7:00 PM
David Robbins	Vice Chair	Present	7:00 PM
Victoria Auer	Commissioner	Present	7:00 PM
Chris Mackey	Commissioner	Present	7:00 PM
Maya Douglas	Commissioner	Present	7:00 PM

Staff Present: Deputy City Manager Dave Reynolds, Community Services Superintendent Dan Meehan, and Community Services Secretary Kayle McDonald.

1. PUBLIC COMMENTS

Resident of Laguna Hills David Jackson greeted the Parks and Recreation Commission. He presented a complaint of ongoing problems at Stockport Park, with parties not having a permit that are exceeding more than 25 people. He was advised by Chair Cooper to wait and present his case after the presentation of agenda item 4.4 by Deputy City Manager Dave Reynolds.

2. MINUTES APPROVAL

2.1 Approval of Minutes for June 6, 2018, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the Minutes for the February 7, 2018, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chris Mackey, Commissioner
SECONDER:	David Robbins, Vice Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, Maya Douglas Commissioner

2. PRESENTATIONS

There were no presentations.

4. ADMINISTRATIVE REPORTS**4.1 2018 Laguna Hills Volunteer Connection Day, Arbor Day, and Paper Shredding Event**

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

Community Services Superintendent Meehan provided a verbal summary of the report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Victoria Auer, Commissioner
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, Maya Douglas Commissioner

4.2 2018 Spring Quarter Evaluation

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

Community Services Superintendent Meehan provided a verbal summary of the report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Maya Douglas, Commissioner
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, Maya Douglas Commissioner

4.3 Sponsorship Banners in City Parks for Laguna Hills Youth Sports Organizations and Review of City Council Policy 305-Advertising/ Temporary Signs in City Parks.

Recommendation: That the Parks and Recreation Commission review and comment on City Council Policy 305- Advertising/ Temporary Signs in City Parks and staff's proposed revisions to the Policy which are included in the staff report.

Deputy City Manager Dave Reynolds provided a verbal summary of the report, along with a power-point presentation to the Parks and Recreation Commission.

Joel Lautenschleger greeted the Commission on behalf of AYSO Region 1482 Mr. Lautenschleger asked Mr. Reynolds to clarify if the intent of the new policy was to not allow the placement of banners at the Sports Complex only during games. Mr. Reynolds clarified that the intent of the policy would be to allow both the display of banners during games and for an entire season at the City's Sports Complex.

Brain Young on behalf of Laguna Hills Little League greeted the Commission. Brain Young wanted to inform Commission of how successful the sponsorship banners have been for Little League and AYSO.

Commission Auer asked if the maintenance of the sponsorship banners was the responsibility of the City or the Youth Sports Organizations. Mr. Lautenschleger and Mr. Young spoke on behalf of their organization saying that the organization will take on the responsibility of making sure that the banners are properly placed and maintained. Commissioner Cooper asked Mr. Reynolds if this clarification needs to be in the revision. Mr. Reynolds response was that his intention was to include in the policy that youth sport organizations are responsible for maintaining the banners. All members of the Commission were in favor of the revisions as presented in the staff report.

Motion by Chair Cooper to approve the proposed revisions before presenting to City Council, S/by Vice Chair David Robbins.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	David Robbins, Vice Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, Maya Douglas Commissioner

4.4 Update of City Council Reservation Policies Related to the Use of City Facilities such as Community Center Rooms, Parks, Athletic Fields, Courts, Gymnasium, Etc.

Recommendation: That the Parks and Recreation Commission Review the attached draft Public Facility Reservation and Use Policy and provide comment to staff before it is brought to the City Council.

Deputy City Manager Dave Reynolds provided a verbal summary of the report to the Parks and Recreation Commission.

Vice Chair Cooper called up Mr. Jackson to come and present to the Commission his concerns he voiced during public comments. Mr. Jackson shared that the past several months there have been parties every weekend at Stockport Park with no permit.

Chair Cooper Called resident Shenith Jackson to come up and present her concerns to the Commission. She reinstated the same problems at Stockport Park that her husband explained and wanted to know what the City will do about these concerns.

Chair Cooper asked Administrative Assistant Kayle McDonald to get their contact information and that the City will follow up with them. Mr. Reynolds said that the City will follow up on this issue.

Motion by Commission Auer to approve the proposed Policy revisions before presenting to City Council, S/by Commissioner Maya Douglas.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Victoria Auer, Commissioner
SECONDER:	Maya Douglas, Commissioner
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, Maya Douglas Commissioner

5. INFORMATIONAL ITEMS

5.1 2018 Memorial Day Race: Event Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2018 City of Laguna hills Memorial Day Half Marathon, 5K,10K, honoring the USMC Dark Horse Battalion.

Community Services Superintendent Meehan provided a verbal summary of the report.

Commission agreed to approve the 2018 Memorial Day Race Event update.

5.2 2018 Fourth of July Celebration: Event Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the Fourth of July Celebration and Fireworks display.

Commission agreed to approve the 2018 Fourth of July Celebration Event Update.

5.3 Paperless Agenda Packet for Parks and Recreation Commission Meetings

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

Commission agreed to approve the Paperless Agenda Packet for the Parks and Recreation.

6. COMMISSIONER COMMENTS

There were no Commissioner comments.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Cooper declared the meeting adjourned at 8:29 PM.

David Reynolds, Deputy City Manager

ATTEST:

Dan Cooper, Chair

Approved at meeting of August 1, 2018



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 1, 2018

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: Proposed City Council Policy for Display of Sponsorship Banners in City Parks for Laguna Hills Youth Sports Organizations.

RECOMMENDATION: That the Parks and Recreation Commission review and comment on the draft "Temporary Sponsorship Banners in City Parks" Policy.

SUMMARY:

The Parks and Recreation Commission, at its June 6, 2018, meeting, was requested to provide feedback to staff on City Council Policy 305 "Advertising/Temporary Signs in City Parks." This policy contains the City's current guidelines for sponsorship banner display in City Parks. In the June 6, 2018, staff report, staff provided reasons why Policy 305 required revisions and also proposed certain updates within the staff report (the June 6, 2018, staff report is attached for reference).

Comments were received, at the June 6, 2018, meeting, by Commissioners and from residents representing some of the City's youth sports organizations, about an update to Policy 305. These comments were helpful to staff in the development of the draft policy which is attached to this report as "Temporary Sponsorship Banners in City Parks" (Attachment 3). Staff plans on bringing this proposed draft policy to the City Council for its approval, after review by the City Attorney, on August 28, 2018.

ATTACHMENTS:

- Attachment 1 - June 6, 2018 Staff Report
- Attachment 2 -Policy 305 Advertising Temporary Signs in City Parks
- Attachment 3 - Draft Temporary Sponsorship Banners in City Parks Policy



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Sponsorship Banners in City Parks for Laguna Hills Youth Sports Organizations and Review of City Council Policy 305 – Advertising / Temporary Signs in City Parks.

RECOMMENDATION: That the Parks and Recreation Commission review and comment on City Council Policy 305 - Advertising/Temporary Signs in City Parks and staff's proposed revisions to the Policy which are included in the staff report.

SUMMARY:

Staff requests the Parks and Recreation Commission's review of and comment on City Council Policy No. 305 – Advertising/Temporary Signs in City Parks ("Policy 305"), and also comment on staff's proposed revisions to it which are listed below. This policy was effectuated on January 23, 1996, and there are reasons for an update to this policy. The City is in the process of reviewing all of its City Council policies and updating them where appropriate.

BACKGROUND:

City Council established the procedures and guidelines for the approval and placement of temporary signs with sponsorship recognition with the enactment of Policy 305 on January 23, 1996. It has not been updated since. This policy allows for the placement of sponsorship banners but prohibits the banners from being left up overnight. Our resident youth sports organizations have benefitted from this policy by enabling them to raise funds for their organizations by arranging for sponsorship banners from local businesses. Specifically, Laguna Hills Little League (LHLL) places banners on the outfield fence of the little league baseball field at the Laguna Hills Community Center and Sports

Policy 305 Sponsorship Banners in City Parks

June 6, 2018

Page 2

Complex. However, City staff, several years ago, was approached by LHLL that the policy in place to take down the banners each night after a practice or game was too restrictive and not practical. City agreed, and since then, has allowed LHLL to place sponsorship banners for an entire season.

The City is in the process of updating all of its City Council policies where applicable, and like the update to the City Council City Facility Reservation policies, the Community Services Department is also responsible for updating Policy 305. Updates to this policy are timely and staff would appreciate the Parks and Commission review of Policy 305 which is attached to this staff report. Staff is also requesting the Commission's comments and opinion on staff's proposed revisions below. Final edits to this policy will be brought to the City Council for final approval.

Staff's proposed revisions to Policy 305

1. This policy will be revised to only address temporary sponsorship banners.
2. It is staff's opinion that scoreboards do not need to be included in the policy update, and thus staff proposes to omit requirements of scoreboards from the policy. Any scoreboard design, placement, and sponsorship considerations and approvals can appropriately occur on a case by case basis with the Parks and Recreation Commission and ultimately with the City Council. For example, last year both the Parks and Recreation Commission and the City Council approved the installation of an Eagle Scout candidate to install a manual scoreboard at Cabot Park.
3. Staff proposes to restrict the hanging of sponsorship banners for only the Laguna Hills resident nonprofit youth sports organizations as follows:

"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."

Policy 305 Sponsorship Banners in City Parks

June 6, 2018

Page 3

4. Allow the temporary placement of sponsorship banners by Laguna Hills nonprofit youth sports organizations in our neighborhood parks, but the banners can only be displayed during a game or practice and may not be left up overnight.
5. Allow the temporary placement of sponsorship banners by Laguna Hills nonprofit youth sports organizations to be left up during an entire season. This will be restricted to approved locations at the City's sports complexes: Community Center and Sports Complex and Cabot Park.

ATTACHMENTS:

- Policy 305 Advertising Temporary Signs in City Parks

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: ADVERTISING/TEMPORARY SIGNS IN CITY PARKS

POLICY No. 305

Effective Date: January 23, 1996

Last Revision: January 23, 1996

PURPOSE:

To establish procedures for the Recreation Department with respect to authorizing the placement of advertising/temporary signs with sponsorship recognition in City parks.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent policy regarding the use of advertising/temporary signs with sponsorship recognition in City parks.

A. Guidelines for advertising/temporary sign(s) with sponsorship recognition:

1. May not exceed 32 square feet in size.
2. May only be erected during an event (i.e., baseball game, picnic, parade, etc.) and may not be left up overnight.
3. Must be aesthetically and linguistically appropriate.
4. Signs may only be displayed in City approved locations.

B. Scoreboards will be limited to one per field and the face of the scoreboard shall not be visible from the public right-of-way. Advertising and/or sponsorship recognition will not be allowed on scoreboards. Any installation that has the sole purpose of a scoreboard and is not attached to a permanent building shall be exempt from the size restriction and be judged solely on its appropriateness.

PROCEDURE:

Before an advertising/temporary sign with sponsorship recognition can be displayed in a City park, the applicant must follow the procedures listed below:

1. Applicant must submit to the Recreation Department a request for the advertising/temporary sign with sponsorship recognition in the

**City Council Policy
No. 305
Advertising/Temporary Signs in City Parks**

parks. The applicant must also have an approved Facility Use Application Form which shows that applicant has reserved the facility on the dates and at the times sign(s) are requested.

2. All deposits and/or fees for facility reservations must have been paid prior to sign application approval.
3. Sign application must be submitted at least two (2) weeks prior to the requested date of display.
4. Final approval rests with the City Manager or his/her designee.
5. Any other type of sign request other than those discussed in this policy can be made through the Recreation Department of the City of Laguna Hills.

ATTACHMENTS:

- None

ATTACHMENT 3

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: TEMPORARY SPONSORSHIP BANNERS
IN CITY PARKS

POLICY No. XXXX

Effective Date: xxxxx, 2018

Draft

PURPOSE:

To establish a policy for the Community Services Department to follow with respect to authorizing the placement of temporary banners with sponsorship recognition in City Parks by the City's Resident Youth Sports Organizations.

DEFINITIONS:

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

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

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.

Resident Youth Sports Organization – means Laguna Hills sports 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.

Sports Park Complex – means the 1) Laguna Hills Community Center Sports Complex located at 25555 Alicia Parkway, Laguna Hills, and 2) Cabot Park located at the corner of Rapid Fall Rd. and Cabot Rd., Laguna Hills.

City Council Policy
No. xxx
Temporary Sponsorship Banners in City Parks

POLICY:

It shall be the policy of the City of Laguna Hills to allow Resident Youth Sports Organizations to place temporary sponsorship banners in City Parks in accordance to the guidelines and procedures as stated herein.

- A. Banners must be approved by the Director based on reasonable time, place, manner and aesthetic considerations. Banners that contain any of the following are prohibited: 1) Content not related to the intent of sponsorship recognition for a Resident Youth Sports Organization; 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.
- B. All Parks: temporary sponsorship banners may only be displayed during a Resident Youth Sports Organization's event such as a game or practice in a Park and must be removed at the end of the game or practice. Banners may not be left up overnight.
- C. Sports Park Complexes: temporary sponsorship banners at the City's Sports Park Complexes may be displayed during a Resident Youth Sports Organization's season. Banners may only be placed seven (7) calendar days prior to the start of a season, and must be removed no later than seven (7) calendar days after a season ends.

In addition, temporary sponsorship banners at the City's Sports Park Complexes may also be displayed during a Resident Youth Sports Organization's event such as a game or practice and must be removed at the end of the game or practice. Banners may not be left up overnight, unless approved by the Director for season display.

- D. Resident Youth Sports Organizations are responsible for maintaining all banners in good condition, and are responsible to remove any banner that is torn, faded, dirty or defaced, including by graffiti. Director reserves the right to request a Resident Youth Sports

City Council Policy
No. xxx
Temporary Sponsorship Banners in City Parks

- Organization to remove or replace a banner that is not maintained in good condition.
- E. Banners on outfield fences shall only be placed to face the field's interior.
 - F. Banners may not exceed 32 square feet in size (e.g. a 4' x 8' banner).
 - G. The cost to create, maintain, install, and remove banners shall be borne by the Resident Youth Sports Organization.
 - H. Banners may only be displayed in City approved locations within Parks.
 - I. Any banners that are placed in an unapproved location or that violate this policy will be immediately removed and the Resident Youth Sports Organization's Facility Permit may be subject to revocation.

PROCEDURE:

Before a temporary banner with sponsorship recognition can be displayed in a City Park, the following procedures must be followed:

1. Resident Youth Sports Organizations must submit a request to the Director for the placement of temporary sponsorship banners at least two (2) weeks prior to the requested date of display. Requests shall include the desired Park locations for temporary banner display.
2. Resident Youth Sports Organization must have an approved Facility Permit which shows that the Resident Youth Sports Organization has reserved the Park on the dates and at the times banners are requested for display.
3. All deposits and/or fees, as required by the Facility Permit, must be paid, prior to banner placement approval.
4. Director will provide Resident Youth Sports Organization with written approval of temporary banner placement.
5. Upon Director's approval, Resident Youth Sports Organization may place temporary sponsorship banners in accordance to this policy.

City Council Policy
No. xxx
Temporary Sponsorship Banners in City Parks

ATTACHMENTS:

- None



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 1, 2018

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: Update of City Council Reservation Policies Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, and Gymnasium.

RECOMMENDATION: That the Parks and Recreation Commission review the attached 2nd draft of the “Public Facility Reservation & Use Policy” and provide comment to staff before it is brought to the City Council.

SUMMARY:

The Parks and Recreation Commission reviewed staff’s 1st draft of the “Public Facility Reservation & Use Policy” at its June 6, 2018, meeting. In preparation for that meeting, staff updated all the City Council’s facility reservation policies by consolidating them into one updated comprehensive policy. The June 6, 2018, staff report is attached to this report as Attachment 1 for the Commission’s reference.

A second draft of the “Public Facility Reservation & Use Policy” is attached to this report for the Commission’s review and accounts for comments received at the June 6, 2018, meeting and additional edits deemed necessary by staff. The 2nd draft is redlined and the edits to this policy can be found on pages 2, 3, and 9 of Attachment 2.

It is planned to bring this policy update to the City Council at its August 28, 2018, meeting.

ATTACHMENTS:

- Attachment 1 - June 6 2018 Staff Report
- Attachment 2 - Public Reservation Policy DRAFT 2



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: Update of City Council Reservation Policies Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, Gymnasium, Etc.

RECOMMENDATION: That the Parks and Recreation Commission Review the attached draft Public Facility Reservation & Use Policy and provide comment to staff before it is brought to the City Council.

SUMMARY:

A draft City Council policy, the “Public Facility Reservation & Use Policy,” is attached to this report for the Parks and Recreation Commission Review. Staff updated this policy by consolidating several of the City Council’s facility reservation policies into one. This policy provides the guidelines for the Community Services Department to follow in issuing permits for City facility use such as athletic fields, rooms at the Community Center, and neighborhood parks. This policy also provides the guidelines for the public to follow for use of the City’s facilities for rent. Staff is requesting the review of this draft policy before it is brought to the City Council.

BACKGROUND:

The Community Services Department conducted a work effort to update the City Council reservation policies. Currently there are seven (7) City Council policies related to facility reservations. Individuals and groups that desire to use City facilities such as rooms at the Community Center, athletic fields, neighborhood parks, gymnasium, etc. on a reserved and exclusive-use basis must first be issued a facility permit by the Community Services Department. These policies establish the guidelines for the

Update of the City Council Reservation Policies

June 6, 2018

Page 2

Community Services Department to issue such permits and also the rules that must be followed by the public for permitted facility use. In addition, these documents provide for staff City Council's rental priority for the different rental groups (i.e. resident nonprofit, resident, non-resident nonprofit, non-resident private, commercial). As you may be aware, the City provides first priority to its resident groups for facility use and charges less in rental fees than the non-resident and commercial groups.

During staff's review of these policies staff noted unnecessary redundancy of reservation procedures and guidelines throughout and questioned the need for some of these policies to function as a stand-alone policy. Consequently, staff's policy update work effort also included the consolidation of all the City Council reservation policies listed below into one comprehensive policy, the "Public Facility Reservation & Use Policy" (which is attached to this report for the Commission's review). It is important to note that the necessary and important language in each of the policies listed below were transferred over to the "Public Facility Reservation & Use Policy" draft document.

- Policy No. 309 – Community Center Facility Reservation Policy
- Policy No. 310 – Public Reservation and Fee Policy
- Policy No. 311 – Group Picnic/Park Reservation Policy
- Policy No. 312 – Athletic Field Tournament Policy
- Policy No. 313 – Gymnasium Rental and Use Policy
- Policy No. 314 – Athletic Field/Roller Hockey/Skate Park Facility Reservation Policy
- Policy No. 316 – Special Event Permit and Reservation Policy

Staff is requesting the Parks and Recreation Commission's review of the draft "Public Facility Reservation & Use Policy" before it is presented to the City Council for final approval. As stated above, a major work effort was undertaken by staff to consolidate the policies into one; but also, staff ensured that the policy was in sync with the City of Laguna Hills Municipal Code (LHMC) Chapters 8-04 and 8-10 related to park use and regulations, that the policy clearly and accurately articulated policies and procedures on the handling of facility permits and reservations, and that new language be added to the draft policy to assist the Community Services Department in administering facility reservations. A summary of some of the changes are listed below.

1. Further clarification on what defines a resident nonprofit youth sports organization.
2. Omit definition of special event and the requirement of special event permit. Instead worked into policy the definition of a Large Group which is used in LHMC

Update of the City Council Reservation Policies

June 6, 2018

Page 3

Chapter 8.04 and appropriately accounts for special event activity such as concerts, tournaments, parades, etc.

3. Inserted trash and recycling requirements.
4. Security services and required insurance will be arranged by Community Services Department on behalf of applicants. Applicants will pay for costs.
5. Restrictions on use of City Seal and reference to City in applicant's advertisement of reservation events.
6. Use and approval of signs during reservation event.
7. No animals at Community Center during a reservation unless they are service animals.

ATTACHMENTS:

- Public Reservation Policy DRAFT for Commission

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. XXX

2nd Draft

Effective Date: xxxxxxxxx

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.

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.

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

2nd Draft

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;~~7.2~~
 - ii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity;~~7.2~~
 - ~~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.
 - ~~iii-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.
 - ~~iv-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.
- d) A Facility Permit may not be transferred, assigned, or sublet.

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

- 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 ~~are~~ 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.
- k-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.

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

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

2nd Draft

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. xxxx
Public Facility Reservation and Use Policy

2nd Draft

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. xxxx
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. xxxx
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, whose decision shall be final.

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

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 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

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

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
- ii-iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii-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.

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

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. 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.

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

2nd Draft

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.
- 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.

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

- 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 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

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

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: August 1, 2018

TO: Traffic Commissioners

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2018 Memorial Day Half Marathon, 10K, 5K, Post Event Report

RECOMMENDATION: The Parks and Recreation Commission receive and file the report

SUMMARY:

The 20th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion took place on Monday, May 28, 2018. Three thousand, three hundred seventy runners (3,370) participated in the event. A number of Marines ran in the half marathon again this year, which along with the 5K and 10K, was led from the start line by Grand Marshall Sgt. Michael Spivey. A highlight of the community expo for 2018 was the presence of Marines along with a number of static displays. Total 2018 event expenditures, including staff time, were \$205,013 and event revenues totaled \$195,769.

BACKGROUND:

The 20th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 28, 2018. Three thousand, three hundred seventy (3,370) participants registered for the 2018 event, with more than eighty percent (80%) utilizing the internet to register. Approximately two hundred-sixty (260) registrations were accepted in person during the pre-registration and packet pick-up that took place at Road Runner Sports on Saturday, May 26 and Sunday, May 27 between the hours of 11:00 a.m. and 4:00 p.m. Another one hundred and seventy four (174) runners registered in person on the morning of the event. Table 1 below lists registration numbers by local City.

2018 Memorial Day Half Marathon, 10K, 5K, Post Event Report
August 1, 2018
Page 2

Table 1: Registration totals by City

City	Total Registrations
Laguna Hills	256
Aliso Viejo	191
Mission Viejo	177
Irvine	173
Laguna Niguel	140

The City of Laguna Hills and South County Outreach again partnered in a food drive over the Memorial Day Weekend. Race participants and spectators were encouraged to bring canned goods and non-perishable food items to benefit South County Outreach. Collection stations were available at the race start line, in the community expo, and at Road Runner Sports during registration and pre-race packet pick-up. Approximately three hundred pounds of food were collected. In addition, a portion of the proceeds from the sales of beer garden tickets, a total of \$500, were donated to South County Outreach.

A highlight of the community expo for 2018 was the presence of the Marines from the 1st Division. At the request of the 3/5 Marine Support Committee, a number of static displays were brought to the event. The public was able to sit in the vehicles and interact with the Marines. Grand Marshall Sgt. Michael Spivey, a wounded warrior that had served with the 3/5 Marine Battalion in Afghanistan, helped start the races at 7:00am before running the 10K with his wife. The Color Guard from the OCSO was also on hand to present the nation's colors prior to the start of the races. As the Parks and Recreation Commission may recall the City Council selected the option of a pledge formula based on the Memorial Day Race registration revenues for the purpose of providing future financial assistance to the 3/5 Marine Support Committee. The pledge formula approved by the City Council was \$3.00 per paid 5K, 10K, and half marathon race participant. Applying this pledge formula to the total of 3,088 paid race participants, the available community assistance funding for the 3/5 Marine Support Committee is \$9,264. Staff will recommend that the City Council authorize a Resolution to provide this community assistance funding at its August 28, 2018, meeting.

FISCAL IMPACT:

The 2018 Memorial Day Race event budget for direct expenditures is \$184,000 with a budget forecast for event sponsorships and registration revenue totaling \$174,600. Provided in Table 2 on the following page are the actual direct expenses of the event at

2018 Memorial Day Half Marathon, 10K, 5K, Post Event Report

August 1, 2018

Page 3

\$185,746 with the actual revenue at \$195,769. Including staff costs, the total expenses for the event were \$205,013.

Table 2: 2018 Event Expense and Revenue Summary:

	\$ Amount
A) Event Revenue:	
Race Registrations	164,244
Sponsors	27,500
Expo Vendors	4,025
Total Revenue	195,769
B) Event Direct Expenses:	
Permits	1,184
Advertising	8,433
Graphics	5,129
Miscellaneous (<i>Truck rentals, Scaffolding</i>)	16,155
Race Shirts/Awards/Bibs/Food	41,964
Services	88,060
Expo	8,924
Police Services	15,897
Total Event Direct Expenses	185,746
C) Direct Expenses (over)/under Revenue	10,023
D) Event Staff Expenses:	
Planning (pre-event)	12,520
Pre-packet Pickup	895
Event Day	6,122
Total Staff Expenses	19,537
E) Total Event Expenses	205,283
F) Total Event Expenses (over)/under Revenue	(9,514)

If the City Council approves the community assistance resolution, \$9,264 will be provided to the 3/5 Marine Support Committee from the City's General Fund for Community Assistance funding. As a result, the 2018 Total Event Expenses would be revised to \$214,277.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 1, 2018

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: Fourth of July Post Event Report 2017

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

SUMMARY:

The City of Laguna Hills held the annual Fourth of July celebration at the Laguna Hills Sports Complex on Wednesday, July 4, 2018. The special event took place between the hours of 4:00 p.m. and 9:30 p.m. and included a number of activities in addition to the fireworks show. Fireworks America provided an excellent fireworks display with a duration of 18 minutes. Expenditures for the 2018 Fourth of July Celebration totaled \$57,800. Net costs for the event totaled \$52,812, when factoring in \$4,088 in ticket sales revenue and \$900 in vendor booth rentals revenue.

BACKGROUND:

Staff is estimating that roughly 10,000 people attended the City of Laguna Hills' annual Fourth of July event this year. The 2018 Fourth of July event once again included carnival rides, games, informational and food booths, and entertainment. Total ticket sales revenue was \$4,088 for the two carnival rides. The Laguna Hills non-profit groups that sold food and other items informed staff that they were very pleased with their total profits. The non-profit vendors that participated in this year's event were:

- Boy Scout Troop 1602: Pizza and B-B-Q Corn
- LHHS Music Boosters: Nachos, Churros, and Candy
- Armenian Festival: Kebabs

Fourth of July Post Event Report 2017

August 1, 2018

Page 2

-
- Festival Singers: Hot Dogs
 - LH Mom's Club: Dip n' Dots
 - LHHS Water Polo Boosters: Shaved Ice
 - AYSO 1422: Cotton Candy

The fireworks display was again provided by Fireworks America. The fireworks show lasted 18 minutes, included nearly 1,200 shells, and had a total cost of \$26,500.

A highlight of the 2018 event was the presence of Marines from the 1st Division. At the request of the 3/5 Support Committee several Marines attended the event, bringing with them static displays for the public to experience.

The firing location for the show was the grass area between the football field and the baseball field on the Laguna Hills High School campus. On Thursday, July 5, 2018, City staff walked the campus and found that shells and debris had fallen on the track and football field, however, the pool area and the entire upper field was free from debris. A total of 10 Community Services staff members were on the Laguna Hills High School campus on July 5, clearing firework debris. In addition, City staff received assistance from the City's landscape maintenance vendor in the clean-up of the campus. There was no evidence of any burns or damage to the fields or track, as confirmed by SVUSD personnel on site during the morning hours of July 5.

FISCAL IMPACT:

The adopted budget for FY 2018-2019 includes \$58,450 for the City's 2018 Fourth of July Celebration event. Expenditures for the 2018 Fourth of July Celebration totaled \$57,800. Net costs for the event totaled \$52,812, which accounts for \$4,088 in ticket sales revenue and \$900 in vendor booth rentals revenue. A nominal expense may be added to the overall total for SVUSD clean-up efforts of firework debris in areas that City staff could not access (e.g. roof areas). This expense is not currently represented in the figures presented in this staff report.