



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, June 7, 2023 – 7:00 PM

Patricia Thee-Commissioner
Chris Bieber-Commissioner
Sanjay Mathur – Commissioner
Marc Trocchio-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

ELECTION OF CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Chair.

ELECTION OF VICE CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Vice Chair.

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 the December 7, 2022, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the December 7, 2022, regular meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Park Quality Program

Recommendation: That the Parks and Recreation Commission receive an update on the Park Quality Control Program.

4.2 Community Services Department 2022 Year End Report

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

4.3 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 review and provide feedback on Staff's proposed revisions to City Council Policy 317 - Public Facility Reservation & Use Policy.

5. INFORMATIONAL ITEMS

5.1 2023 Memorial Day Race: Event Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2023 City of Laguna Hills Memorial Day Half Marathon 5K, 10K, Honoring the USMC Dark Horse Battalion.

5.2 2023 Fourth of July Celebration Pre-Event Report

Recommendation: That the Parks and Recreation Commission receive and file the 2023 Fourth of July Celebration pre-event report.

5.3 Sponsorship Packet for City Events

Recommendation: That the Parks and Recreation Commission review the rough draft sponsorship packet and provide direction to staff on further development of a sponsorship program before staff presents a proposed sponsorship program to the City Council.

6. COMMISSIONER COMMENTS**7. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be August 2, 2023 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 June 1, 2023, at 5:00 p.m.



David T. Reynolds, Deputy City Manager**June 1, 2023**

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: June 7, 2023
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Approval of Minutes for the December 7, 2022, Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the December 7, 2022, regular meeting.

ATTACHMENTS:

- December 7, 2022, Parks and Recreation Regular Meeting Minutes

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

**REGULAR MEETING
MINUTES
Wednesday, December 7, 2022**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Patricia Thee	Vice Chair	Present	
Dan Cooper	Commissioner	Present	
Sanjay Mathur	Commissioner	Present	
Neel Patel	Commissioner	Absent	

1. PUBLIC COMMENTS

2. MINUTES APPROVAL

2.1 Approval of the Minutes for the October 5, 2022, Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the October 5, 2022, regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Commissioner
SECONDER:	Sanjay Mathur, Commissioner
AYES:	Patricia Thee, Vice Chair, Dan Cooper, Commissioner, Sanjay Mathur, Commissioner
ABSENT:	Neel Patel, Commissioner

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Parks and Recreation Commission Proposed Project and Budget Items List

Recommendation: That the Parks and Recreation Commission review and revise as needed its list of proposed project and budget items which will be presented to the City Council at a later date for the City Council's consideration as possible budget initiatives in the 2023 - 2025 Biennial Budget.

Deputy City Manager/Community Services Director Mr. Reynolds presented his report to the Parks and Recreation Commission.

5. INFORMATIONAL ITEMS

5.1 2022 Holiday Events

Recommendation: That the Parks and Recreation Commission Receive and File the Report.

Mr. Reynolds provided a brief report to the Commission.

6. COMMISSIONER COMMENTS

Commissioner Cooper informed Commission that he will be resigning from the Parks and Recreation Commission.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, declared the meeting adjourned at 7:14 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Patricia Thee, Vice Chair

Approved at meeting of June 7, 2023



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 7, 2023
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Park Quality Program

RECOMMENDATION: That the Parks and Recreation Commission receive an update on the Park Quality Control Program.

SUMMARY:

The Park Quality Control Program was first implemented with the Parks and Recreation Commission in September 1997. This program encourages Parks and Recreation Commissioners to inspect City public parks on a quarterly basis. With the appointment of three (3) new commissioners, this program is being re-introduced to the Parks and Recreation Commission. Staff proposes the use of the attached form as a way for the Commission to report park conditions to staff.

Additionally, the Parks and Recreation Commission requested quarterly updates regarding the parks throughout the City. To accommodate this request, the City's Parks Supervisor, Ryan Hanley, will be present at the June 7, 2023, Commission meeting to provide an update on park maintenance and improvements.

BACKGROUND:

Beginning in September of 1997, the Parks and Recreation Commission were tasked with inspecting the fourteen (14) City parks on a quarterly basis as part of the City's Park Quality Control Program. Three (3) new Commissioners have been appointed, and staff is re-introducing this program to the Commission. Currently, the City maintains its parks through a landscape maintenance contract and the contractor is responsible for reporting issues at the City's parks. In addition, the City's Parks Supervisor conducts a thorough, on-site visit of each park every week to evaluate the quality of maintenance

Park Quality Program

June 7, 2023

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work being performed, inspect the condition of the play equipment, and to look for potential safety hazards and other problems. To augment this inspection work effort, and to provide a "resident perspective" of the park facilities and landscape standards, staff encourages the Commission's participation with the City's Park Quality Control Program. The Commission's feedback on park maintenance, landscaping, facilities, and park safety will be helpful to staff.

A proposed schedule for Commission park checks is provided on Attachment 1. Staff suggests a rotating quarterly schedule to allow each Commissioner to visit each park over the course of one year-and in most cases to visit a park more than once per year. Two (2) Commissioners are assigned to a park per quarter with the understanding that each Commissioner's schedule is busy and a park visit by a Commissioner may not be possible during a particular quarter. The proposed schedule was drafted to provide as much coverage to park inspections as possible.

Also attached to the staff report is the "Park Quality Control List" to be used to report on each park inspection (see Attachment 2). The form should be submitted to the Community Services Department or directly to Parks Supervisor Ryan Hanley who in turn will address any issues highlighted in a Commissioner's inspection report.

ATTACHMENTS:

- Attachment 1 - Park Inspection Schedule
- Attachment 2 - PARK QUALITY CONTROL CHECKLIST rev 3 18 21

ATTACHMENT 1

Park Inspection Schedule

Park	Acres	Jan. - Mar.	Apr. - June	July - Sep.	Oct. - Dec.
Veeh Ranch	11	1 2	3 4	5 1	2 3
San Remo	1.6	4 5	1 2	3 4	5 1
Santa Vittoria	2.87	2 3	4 5	1 2	3 4
Mendocino	3.93	5 1	2 3	4 5	1 2
Mandeville	3.34	3 4	5 1	2 3	4 5
Clarington	3.49	1 2	3 4	5 1	2 3
Beckenham	2.75	1 2	3 4	5 1	2 5
Stockport	3.99	4 5	1 2	3 4	5 1
Cabot Park	8.8	2 3	4 5	1 2	3 4
El Conejo	2	5 1	2 3	4 5	1 2
Knotty Pine	3.85	3 4	5 1	2 3	4 5
Mackenzie	2.85	1 2	3 4	5 1	2 3
Costeau	3.67	4 5	1 2	3 4	5 1
LHCC & SC	18	2 3	4 5	1 2	3 4

Commissioner Codes:

Commissioner Bieber	1
Commissioner Mathur	2
Commissioner Thee	3
Commissioner Trocchio	4
Commissioner Zozoya	5

**Attachment 2
CITY OF LAGUNA HILLS
PARK QUALITY CONTROL CHECKLIST**

PARK _____

DATE OF OBSERVATION _____

OBSERVATION BY _____

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
I.	<u>Turf</u>				
a)	Mowing/Edging:	1	2	3	4 5
b)	Clippings Removed:	1	2	3	4 5
c)	Color:	1	2	3	4 5
d)	Weed Control:	1	2	3	4 5
e)	Overall appearance:	1	2	3	4 5
	Comments: _____				

II.	<u>Shrubs & Ground Covers</u>				
a)	Trimming:	1	2	3	4 5
b)	Coverage:	1	2	3	4 5
c)	Weed Control:	1	2	3	4 5
d)	Litter Control	1	2	3	4 5
e)	Overall Appearance:	1	2	3	4 5
	Comments: _____				

III.	<u>Trees</u>				
a)	Trimming:	1	2	3	4 5
b)	Raising:	1	2	3	4 5
c)	Overall Appearance:	1	2	3	4 5
	Comments: _____				

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
IV.	<u>Trash Receptacles</u>				
a)	Emptied:	1	2	3	4 5
b)	Liner in Place:	1	2	3	4 5
c)	Litter Control:	1	2	3	4 5
d)	Overall Appearance:	1	2	3	4 5
Comments: _____					

V.	<u>Playground</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
Comments: _____					

VI.	<u>Drinking Fountain</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
Comments: _____					

VII.	<u>Tennis Courts</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
d)	Netting:	1	2	3	4 5

Comments: _____

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
VIII.	<u>Basketball Courts</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5

Comments: _____

IX. Safety Concerns

Comments: _____

X. General Comments



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 7, 2023
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Community Services Department 2022 Year End Report

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

SUMMARY:

Attached is a year-end report for calendar year 2022 which highlights the Community Services Department's work activities and provides an outlook for 2023. Community Services staff has historically provided the Parks and Recreation Commission, at its February Commission meetings, with end of the year reports that summarize recreation activity and facility reservation activity for the prior year. The last report presented to the Parks and Recreation Commission was on February 5, 2020, and provided a year-end summary of calendar year 2019 activity. Shortly thereafter, all recreation programming and facility reservations ceased because of the COVID-19 pandemic. Phasing in of recreation programs and facility reservations occurred throughout the calendar year 2021. The Emeritus program was phased back into the recreation programming in the calendar year 2022.

Due to a lack of quorum, the first two regularly scheduled meetings of the Parks and Recreation in 2023 (February 1, 2023 and April 5, 2023) were canceled and consequently the attached year-end report was not presented to the Commission until now. However, staff felt that it was important to provide the City Council with the attached year-end report, since last year marks a year when several recreation programs returned, special events were expanded, and the booking of facility reservations rebounded. This report was presented to the City Council on February 28, 2023.

CS 2022 Year End Report Commission

June 7, 2023

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The attached report provides a four-year comparison of recreation activity which illustrates the impact that the COVID-19 pandemic had on recreation class/activity participation and facility reservation numbers over the last four years.

ATTACHMENTS:

- CS 2022 Report



Community Services Department 2022 Report

Facility

Reservations



Since its opening in 2002, the Laguna Hills Community Center and Sports Complex has served the community with numerous facility reservation needs, which include wedding receptions, memorials, business seminars, quinceaneras, 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 2022 was \$296,753. Figure 1 presents a comparison of indoor and outdoor facility rental revenue from 2019 to 2022. The Community Center closed in March 2020 due to the Covid-19 pandemic and re-opened for reservations beginning September 2021. As a result, the graph shows substantial reduced rental revenue in 2020 and 2021 with a positive trend of increased revenue in 2022.

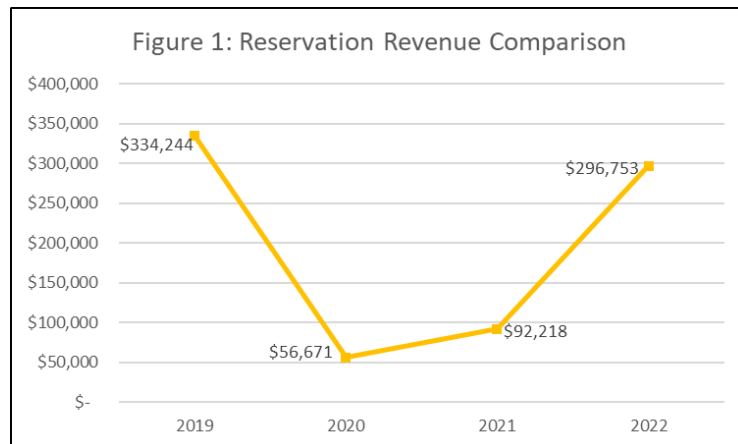


Table 1 below highlights the total number of reservations and reservations by rental category. In 2022, the Community Services Department processed 353 facility reservation permits. In the past 4 years, on average, sixty-two percent (62%) of facility rentals were booked by the Laguna Hills residential 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 2022 are provided in Appendix A.

Table 1: Reservations by Rental Category

	2019		2020 (Jan. 1 - Mar. 13)*		2021 (Sep. 1 - Dec. 31)*		2022	
	# of Res.	% of Res.	# of Res.	% of Res.	# of Res.	% of Res.	# of Res.	% of Res.
Resident Non-Profit	76	19%	19	23%	10	10%	43	12%
Resident Private	189	48%	28	33%	48	48%	197	56%
Non-Resident Non-Profit	28	7%	8	10%	7	7%	20	6%
Non-Resident Private	54	14%	18	21%	29	29%	69	20%
Commercial	49	12%	11	13%	5	5%	24	7%
Totals	396		84		99		353	

* The Community Center and Sports complex was closed in March of 2020 due to the Covid-19 Pandemic and re-opened in September of 2021 for facility reservations.

Recreation Programs



RECREATION CLASS/ACTIVITY REGISTRATION

The City offered approximately 370 recreation classes and activities in 2022 with total revenue at \$87,745. For a means of a four-year comparison, the recreation class/activities revenue and enrollment totals from 2019 through 2022 are provided in Table 2 and Figure 2 respectively, which demonstrate the significant impact the Covid-19 pandemic had on the City's recreation programming and the slow return to pre-Covid participation numbers. Recreation programming was shuttered in March 2020 and was phased back in with a limited version of the outdoor Build-a-Fort camp in the summer of 2021. Other classes were slowly re-introduced beginning in Fall 2021 coinciding with the re-opening of the Community Center.

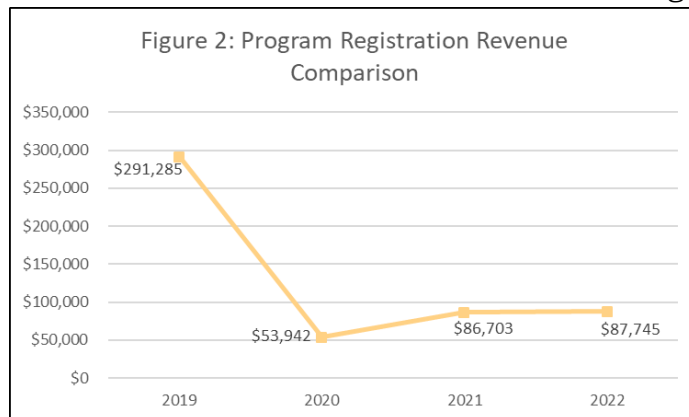


Table 2: Resident vs. Non-Resident Participation				
	2019	2020	2021	2022
Resident	2,608	503	548	611
Non-Resident	1,516	342	256	372
Total	4,688	845	804	983

The information above does not include participation in the Emeritus program.

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 is offered Monday – Thursday from 2:00 pm – 4:00 pm and Sunday from 12:00 pm-2:00 pm.
- Adult Open Gym 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 partnered with the Emeritus program at Saddleback College to offer senior programming. Under this program, the Emeritus offers senior fitness and cultural arts programming. The list below shows all classes offered at the Community Center in 2022 and 420 individuals participated in the program last year.

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



In 2019 the Emeritus program had 3,864 participants. All Emeritus Program classes were suspended in March 2020 due to the pandemic. The Emeritus Program returned in late January 2022 with a phased-in approach offering four cultural arts classes for the Spring semester and two classes in the summer. The physical education classes resumed in Fall 2022 in the gymnasium.

Community Services



● **SENIOR DAIL-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 745 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 3 below provides information on the use of this program.

Table 3: Senior Dial-a-Taxi Participation				
	2019	2020	2021	2022
Active Users	365	166	152	187
Airport Trips	107	28	48	89
Total Trips	1,625	410	297	372

Community Events



● DADDY DAUGHTER DINNER DANCE



In 2022 we saw the return of the Daddy Daughter Dinner Dance. The event took place on April 22, with 102 participants enjoying dinner and dancing in a Spring garden theme. Dinner was Italian food provided by Taste Catering; and for dessert, there were doughnut hole kabobs from Surfin' Doughnuts.

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

The 23rd annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 30, 2022. Two thousand, seven hundred and eighty runners (2,870) participated in the event which included the return of the half marathon race course. Several Marines ran in the half marathon, which along with the 5k and 10k, was led from the start line by Grand Marshall Raymond Orozco. Total 2022 event expenditures, including staff time, were \$201,463 and event revenues totaled \$177,685.



● 4TH OF JULY CELEBRATION



Approximately 6,000 people attended the City's annual Fourth of July Celebration on Monday, July 4, 2022. The special event took place between the hours of 4:00pm to 9:30pm. Carnival rides, games, informational booths, and food vendors returned to the event in 2022 after being suspended by the pandemic. Live music was provided by Straight-78. Fireworks

America provided an excellent 20-minute fireworks display. Expenditures for the 2022 Fourth of July Celebration totaled \$64,235. Abe Lincoln and George Washington also made a visit to this event.

● **NATIONAL NIGHT OUT**

On September 22, from 4:00pm to 8:00pm at the Community Center and Sports Complex, the Laguna Hills Police Services Department hosted National Night Out. There were several community vendors, bounces houses, fire trucks, and numerous police vehicles--including the "Duke" police helicopter. Also, the National Guard landed a Blackhawk Helicopter onsite.



● **FIRST ANNUAL HERITAGE DAY**



The First Annual Heritage Day took place on October 2, from 12:00pm to 6:00pm, and hosted a variety of live performances including two bands, The James Kelly Band and Family Style Band, Folkloric Dancers, Western Reenactors, and Blacksmith Demonstrations. There were several exhibits to visit including Moulton Museum Historical Display, Vendor Expo, and Art Expo. The event also hosted carnival rides, bounces houses, pony rides, and a petting zoo as well as food trucks and a beer and wine garden. An estimated 2,000 people were in attendance throughout the day.

● **MOVIES IN THE PARK**

Two Movies in the Park events were offered in 2022. The first event took place on March 12 at the soccer fields in the Community Center and Sports Complex with a showing of *Encanto*. The second movie event was hosted within the Community Center's Heritage Room on November 18th. The second movie night was a presentation of the movie *The Santa Clause*.



● **ROOTED VOLUNTEER CAMPAIGN**



The City hosted four (4) Rooted Volunteer Campaign events in 2022. February 19th was landscaping improvements along La Paz Road from Rickenbacker to The Hills Hotel. April 16th was a tree-planting event at Cousteau Park. June 18th was a planting of the slope along the Alicia exit from the 5 Freeway Southbound. And September 24th was landscape planting at Stockport Park.

HOLIDAY EVENT SERIES

The City hosted its Holiday Event Series and had five different events this year as described below.



- A Tree Lighting Ceremony took place at the Laguna Hills Community Center on **December 8th**, from 6:00pm to 8:00pm. The event showcased a tree lighting ceremony with Holiday music performed by the South Orange County Holiday Brass and the Concordia Community Handbell Ensemble. 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 Christmas crafts for the kids. There was also a toy drive for Team Darkhorse to benefit children of the 3rd Battalion, 5th Marines as well as a canned food drive for South County Outreach.
- The annual Breakfast Santa Event took place on **December 10th**, from 9:00am to 11:00am at Laguna Hills Community Center. Participants enjoyed a breakfast provided by Polly's Pies, and were able to have a meet and greet, along with photos, with Santa. The event was sold out with 200 participants.
- Parents Night Out was hosted on two nights, **December 10th and 16th**, from 6:00pm to 8:00pm, and offered an opportunity for parents to drop off their children (ages 6 – 12 years old) for dinner, bounces houses, crafts, and movies. Both nights sold out with 75 participants each night.
- An evening with Santa took place on **December 14th** from 6:00pm to 8:00pm. Santa was available for pictures inside a giant walkthrough Holiday Ornament. "The Holiday Carolers" performed Holiday music during Santa Claus' visit. 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 Christmas crafts for the kids. There was also a toy drive for Team Darkhorse to benefit children of the 3rd Battalion, 5th Marines as well as canned food drive for South County Outreach.

- The Holiday Music & Dance Extravaganza was on two nights, **December 10th and 15th** from 6:00pm to 8:00pm in the Community Center Heritage Room. The Laguna Ballet presented Nutcracker excerpt dances, OC Dancing presented holiday ballroom dances, Jameson Dance Company presented contemporary holiday dances, and the Laguna Hills High School Choir and the Aliso Niguel High School Choir performed holiday music.

Outlook for 2023



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 2023.

● **SECURITY CAMERA PROJECT**

The City Council approved a contract with Millennium Alarm Systems (MAS) on October 11, 2022, for the upgrade to existing cameras and the installation of additional security cameras at the Community Center and Sports Complex. Upon award of the contract, MAS ordered all necessary equipment and was able to begin installation in December 2022 once equipment was delivered. Installation worked continued through January 2023 and this project is complete. The addition of new cameras has already proven useful in surveillance of the Community Center and Sports Complex as well as reporting on issues.

● **CIVICREC**

The Community Services Department is underway with a software project to transition away from its current Active.net software system to a new recreation software system, CivicRec. A recreation software system is important to the Community Services department because the software 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. The CivicRec project implementation work effort is also an opportunity for staff to assess the department's business processes and improve on them. Further, CivicRec integrates directly with the City website software as both systems our software products of CivicPlus which will enhance the recreation and special event elements of the City's website. The anticipated start date for CivicRec will be July 1, 2023.

● **RENTAL FEE STUDY**

Staff will be conducting a fee study for all reservation fees for the City's outdoor and indoor recreation amenities. Staff will survey surrounding cities rental fees to establish comparative benchmarks and will also determine all operating costs associated with facility rentals for cost recovery purposes. Based on the results

of this study, staff may recommend modifications to reservation rental rates for the City Council's consideration.

● **FOSSIL EXHIBITS MAINTENANCE AND IMPROVEMENTS**

Staff is working on an agreement with Dr. Thomas Demere for paleontological consulting services to support the fossil exhibits at the Laguna Hills Community Center. Dr. Demere is the Curator of the Department of Paleontology and the Director of the Department of PaleoServices at the San Diego Natural History Museum. Under the agreement's scope of services, Dr. Demere and his staff will evaluate and upgrade the physical condition of the displays, the scientific content and educational messaging of the displays, the paleontological display audio tour script, the Fossil Finders Fossil Fixers school curriculum. In addition, Dr. Demere will develop a plan for recommended improvements for the Community Center's paleontological displays which can be addressed in the next two-year budget cycle.

● **HIKING AND EXCURSIONS PROGRAMS**

Beginning in Spring 2023 Community Services staff will be bringing back our Hiking and Excursions programs. Hiking Club will run from March-May and we will be offering four Day Hikes. There will be seven Spring Quarter Excursions offered to various museums throughout Los Angeles, Orange County, and San Diego.

● **GLOBAL HARMONY SYMPHONY**

After a long hiatus, the Global Harmony Symphony (GHS) is returning back to the Community Center under the leadership of Maestra Valerie Geller. 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 will offer the public seasonal symphony concerts. The picture to the right is of the GHS's first rehearsal on January 9, 2023. Maestra Geller will also arrange for a monthly musical program that will feature special guest artists to perform during lunch-time at the Community Center. This program is called the 'Moment Musicale' program and this program's first performance is scheduled for February 28th at noon.



● **COMMUNITY EVENTS**

In addition to the City's large community events such as the 4th of July, Memorial Day Race, and Heritage Day, Community Services staff are planning the following community events throughout 2023.

- 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 4, April 15, and May 13. A rooted event will also be planned for the Fall 2023 and the date is yet to be determined.
- Solid Waste & Recycling Community Events. The Community Services Department is planning to host another paper shredding event and a compost give-away event this year. Also under consideration is to expand these events to include electronic waste drop-off collection and a bulky-item collection event.
- Movies in the Park. Movie equipment such as an inflatable screen and projector will be purchased by the Community Services Department to support a 'Movies in the Park' program that will feature a movie at different neighborhood parks throughout the City.
- Summer Concert Series. Staff is planning a summer concert series on Friday's in the months of July and August. The dates selected for these concerts are July 21, July 28, August 4, and August 18 and will be hosted within the town green of the Community Center and Sports Complex. It is planned to have live music also at the 4th of July event and a 'Symphony on the Go Concert' is already scheduled for June 23.

Appendix A

2022 Reservations by Activity and Totals



● COMMUNITY CENTER FACILITY RESERVATIONS

(Heritage Room, Classroom, Artroom)

<u>Activity</u>	<u>Total</u>	<u>Activity</u>	<u>Total</u>
Birthday Party	53	Eagle Scout Ceremony	2
Piano Recital	30	Baptism	2
Educational Classes	28	Screening Party	1
Wedding Receptions	14	Ballet Performance	1
HOA Meeting	13	Christmas Party	1
Quinceanera	10	Anniversary	1
High School Banquet	9	Speech Contest	1
Board Meeting	9	Thanksgiving Dinner	1
Graduation Party	9	Social Dance Dinner	1
Dance Recital	8	Concert	1
Baby Shower	7	Public Outreach	1
Memorial Reception	7	Play	1
Theater production	7	Fundraiser	1
Religious Ceremony	2		

● OUTDOOR FACILITY RESERVATIONS

<u>Activity</u>	<u>Total</u>
Picnic Shelters	94
Gazebo	16
Town Green	11
Soccer Fields	9
Softball Field	9
Hockey Rink	6
Neighborhood Parks	5
Little League Field	3

Appendix B

Types of Classes Held by Year



2022

● CONTRACT INSTRUCTOR CLASSES

- Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Adult Aikido – Ages 18 and up
- Youth Aikido – Ages 6 - 17
- Youth Dance – Ages 6 - 12
 - Ballet
 - Tap
 - Jazz
 - Combo
 - Hip Hop Tumble
 - Princess Ballet
- 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
- Elementary Spanish – Ages 18 and up
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Skyhawks Youth Sports Camp – Ages 6 - 12
 - Soccer
 - Basketball
 - Multi-Sport
- Music Together – Ages 1 ½ - 3
- Pre-School Spanish – Ages 1 ½ - 3
- Wizard of Oz 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
- Fossil Finder Fossil Fixers – Ages 6 - 12
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball

2021(SEPT – DEC)

● CONTRACT INSTRUCTOR CLASSES

- Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Adult Aikido – Ages 18 and up
- Youth Aikido – Ages 6 - 17
- Youth Dance – Ages 6 - 12
 - Ballet
 - Tab
 - Jazz
 - Combo
 - Hip Hop Tumble
 - Princess Ballet
- 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
- Etiquette Factory – Ages 6- 12
- Gentle Yoga
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Skyhawks Youth Sports Camp – Ages 6 - 12
 - Soccer
 - Basketball
 - Multi-Sport
- Music Together – Ages 1 ½ - 3
- Pre-School Spanish – Ages 1 ½ - 3
- Wizard of Oz 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

2020 (JAN-MAR)

CONTRACT INSTRUCTOR CLASSES

- Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Adult Aikido – Ages 18 and up
- Youth Aikido – Ages 6 - 17
- Youth Dance – Ages 6 - 12
 - Ballet
 - Tap
 - Jazz
 - Combo
 - Hip Hop Tumble
 - Princess Ballet
- 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
- Etiquette Factory – Ages 6-12
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Lego Engineering Star Wars – Ages 6-12
- Lego Engineering Minecraft – Ages 6-12
- Skyhawks Youth Sports Camp – Ages 6 - 12
 - Soccer
 - Basketball
 - Multi-Sport
- Music Together – Ages 1 ½ - 3
- Pre-School Spanish – Ages 1 ½ - 3
- Wizard of Oz Musical Camp – Ages 6 - 12

STAFF LED CLASSES

- Adult Softball Leagues - Ages 18 and up
- After School Sports - Ages 6-12
 - Volleyball
 - Soccer
- Circle of Friends – All Ages
 - BBQ and Crafts
 - Bingo Night
 - Bowling Night
 - Karaoke Nights
 - Pizza and Movie Night
 - Valentine's Day Dance
- Hiking (Day Hikes) - Ages 18 and up
 - Coronado Island

- Escondido Falls & Santa Monica Pier
 - Joshua Tree National Park
 - Mt. San Jacinto
 - Palomar Mountain
- Hiking Club - Ages 18 and up
- Intermediate Hiking Club - Ages 18 and up
- Excursions - Ages 18 and up
 - Getty Villa
 - La Brea Tar Pits & Farmers Market
 - Los Angeles Natural History Museum
 - Nixon Library and Museum
- Fossil Finder Fossil Fixers – Ages 6-12
- Playtime – Ages 3-6
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball

2019

● CONTRACT INSTRUCTOR CLASSES

- Adult Tennis – Ages 18 and up (Beginner, Intermediate, Advanced)
- Youth Tennis – Ages 6 - 17 (Beginner, Intermediate, Advanced)
- Adult Aikido – Ages 18 and up
- Youth Aikido – Ages 6 - 17
- Youth Dance – Ages 6 - 12
 - Ballet
 - Tab
 - Jazz
 - Combo
 - Hip Hop
 - Princess Ballet
- Preschool Dance Ages 3-5
 - Let's Get Frozen
 - Under the Sea
- Basics of Skateboarding – Ages 6 - 17
- Body Sculpt and Strength – Ages 18 and up
- 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
- Etiquette Factory – Ages 6-12
- Gentle Yoga – Ages 18 and up
- Moderate Yoga – Ages 18 and up
- Lego Engineering Star Wars – Ages 6-12
- Lego Engineering Minecraft – Ages 6-12
- Skyhawks Youth Sports Camp – Ages 6 - 12
 - Soccer
 - Basketball
 - Multi-Sport
- Music Together – Ages 1 ½ - 3
- Holliday Music Together – Ages 1 ½ - 3
- Social Ballroom Dance - Ages 18 and up
- Tunes and Tales – Ages 1 ½ - 3
- Christmas Tunes and Tales – Ages 1 ½ - 3
- Pre-School Spanish – Ages 3-5
- Beauty and the Beast Musical Camp - Ages 6-12
- Emperor's New Clothes Beast Musical Camp - Ages 6-12
- Zumba - Ages 18 and up

STAFF LED CLASSES

- Adult Softball Leagues - Ages 18 and up
- After School Sports – Ages 6 -12
 - Flag Football
 - Basketball
 - School Yard Games
 - Volleyball
 - Soccer
 - Track and Field
- Camp Build-A-Fort – Ages 6-12, 8-12 (Junior, Sessions I & II)
- Circle of Friends – All Ages
 - BBQ and Crafts
 - Bingo Night
 - Bowling Night
 - Karaoke Nights
 - Pizza and Movie Night
 - Valentine’s Day Dance
 - Halloween Dance
 - Summer Kick off Dance
 -
- Hiking (Day Hikes) - Ages 18 and up
 - Fallbrook and Avocado Festival
 - Bear Canyon
 - Morgan Trail
 - San Elijo Lagoon
 - Oak Glen Preserve & Apple Butter Festival
 - Anza Borrego
 - Hollywood Sign and Farmers Market
 - Bridge to Nowhere
 - Torrey Pines
 - Vasquez Rock
- Youth Open Gym – Ages 17 and younger
- Drop in Sports Memberships - Ages 18 and up
 - Open Gym Basketball
 - Table Tennis
 - Pickleball
- Hiking Club - Ages 18 and up
- Intermediate Hiking Club - Ages 18 and up
- Excursions - Ages 18 and up
 - AHL Gulls Game
 - Angel Stadium Tour
 - Central Library in Downtown LA
 - College Football SDSU
 - Del Mar Race Track
 - Huntington Library
 - Mission Inn Tour Festival of Lights
 - Old Town San Diego
 - The Broad & Bradbury Building

- Getty Center
 - Getty Villa
 - Union Station and Olvera Street
- Fossil Finder Fossil Fixers – Ages 6 - 12
- Playtime – Ages 3-6
- Hamlet – All Ages
- Shakespeare in the Hills – All Ages
- Summer Day Camp – Ages 6 - 12 (6 weeks)
- Teen Camp – Ages 6 - 12 (6 Weeks)
- Surf Crew – Ages 8-12



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 7, 2023

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 review and provide feedback on Staff's proposed revisions to City Council Policy 317 - Public Facility Reservation & Use Policy.

SUMMARY:

A major update to the City's facility reservation regulations and use policies occurred in 2018. The result of this 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 for 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 next two-year budget, but a recent incident at the Community Center prompted a more immediate update to Policy 317. The draft proposed revisions to Policy 317 can be found in Attachment 1 to this staff report, and the Parks and Recreation Commission is recommended to review these revisions and provide feedback to staff. A redlined version of the proposed revisions is provided in Attachment 2 and revisions include some minor formatting changes, procedure clarifications, and major proposed revisions to policies. Staff plans on reviewing with the Commission at its June

7, 2023, meeting the major revisions to the policy which are summarized below.

- a) Changes to hours of when the facility can be reserved and a revision to the ending time of reservations in the evening (pg. 11 of Attachment 1).
- b) Requirement that all facility rentals require insurance (pg. 8 of Attachment 1).
- c) Requirement that all facility rentals serving alcohol will need to arrange for security guard service (pg. 8 of Attachment 1).
- d) Requirement for a bartender at certain events serving alcohol (pg. 14 of Attachment 1)
- 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 (pg. 14 of Attachment 1).
- f) A revision to when reservation cancellations can occur without penalty (pg. 11 of Attachment 1).
- g) A revision to when payment must be received (pg. 7 of Attachment 1).

ATTACHMENTS:

- Attachment 1 - Draft Proposed Revisions to Policy 317 - CLEAN
- Attachment 2 - Draft Proposed Revisions to Policy 317 - 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: June xx, 2023

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.

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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.

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- 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

Attachment: Attachment 1 - Draft Proposed Revisions to Policy 317 - CLEAN (3192 : Policy 317 Updates)

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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, or to cover cancellation fees.
 - 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, after a year, the deposit refund check has not been deposited by the applicant, 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.

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- 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 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.

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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. Proof of residency may be required.

(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.

All outdoor Park amenities are on a first come, first serve basis unless reserved as described above. This does not apply to Athletic Fields.

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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.

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

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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. 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 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.

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

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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
- 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.

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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 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.

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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:

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

- All events must end by time stated above under "Event must end." No music is allowed when event ends or after the times noted above, and all guests not participating in the clean-up of the event must leave the event.
- Forfeiture of one half of the deposit may be applied to Facility reservations that run past 11:00 pm on Monday – Saturdays, and 7:00 pm on Sundays.
- Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays.

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- 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:

- a) Applicants will be charged time and one half hourly rental rate for early arrival.
- b) Forfeiture of one half of the deposit may be applied to Applicant for a reservation that runs after the end time specified on the Facility permit up to one half hour.
- c) Forfeiture of the full amount of deposit will be applied to Applicant for a reservation that runs after the end time specified on the Facility permit up to one half hour.

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

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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), and microwave. Partial Kitchen rentals only include use of refrigerator and ice machine.
- 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 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.

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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 passed 9:30pm 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 event.
- i) A Bartender is required for beer keg service and for events with guests in excess of 50 individuals. Additionally, the following 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 Alcoholic Beverages. The bartender must supervise the bar for the duration of Alcoholic Beverages being served (maximum of 5 hours).
- 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.

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- 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 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 - Draft Proposed Revisions to Policy 317 - REDLINED (3192 : Policy 317 Updates)

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CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. 317

Effective Date: August 28, 2018

Last Revision: June xx, 2023

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.

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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.

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.

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- 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.
- ~~d)~~
- 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.
- 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.
- m)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.

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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.i. 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.i. 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~~ thirty (3014) days in advance of desired reservation date(s). Requests received less than ~~thirtyfourteen~~ (3014) 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

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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, insurance processing costs, or to cover cancellation fees.

i. It is the responsibility of the applicant to inform ~~Community Services~~ Department staff of any changes in address in order to process deposit refunds.

e)ii. If, after a year, the deposit refund check has not been deposited by the applicant, the City will retain the deposit ~~refund~~ 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.

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- 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 Nonprofit Organization" filed with the State of California or nonprofit tax identification number. Proof of residency may be required.

(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

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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~~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 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 on a first come, first serve basis unless reserved as ~~stated~~ described above. This does not apply to Athletic Fields.

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"). Deposit is due in full at time of reservation. Remaining balance of Rental fees is due at least thirty (30) days prior to event. 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, p~~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. Cash payments will only be accepted between the hours of 8:00am and 5:00pm.~~

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

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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

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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. 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.

~~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.~~

Insurance Requirements:

Insurance is required for all eventsFacility rentals. 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. 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. 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.

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.

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

~~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.~~

Outside vendors are required to provide insurance. The City requires the vendor to provide a duplicate policy of insurance naming the City of additional insured. 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,

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

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

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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-thirty~~ (30-14) 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-thirty~~ (30-14) days prior to a reservation will forfeit the Applicant's facility deposit ~~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.

Community Center Facility Rental Hours:

~~The Community Center Facilities can be rented for events during the following hours:~~

~~Sunday: 10:00 am – 6:00 pm~~

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

~~— Monday – Saturday: 8:00 am – 10:00 pm~~

All events must end by time stated above.

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

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- b) Forfeiture of one half of the deposit may be applied to Facility reservations that run past 11:00 pm on Monday – Saturdays, and 7:00 pm on Sundays.
- 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.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays. Applicants will be charged an additional hour for cleanup.
- 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.

Community Center Rental Fee Policies:

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.

Applicants will be charged time and one half hourly rental rate for early arrival. Departure after end time as indicated on approved Facility Permit will result in forfeiting the deposit, and late departure time not indicted on approved Facility Permit.

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

Permit and Reservation:

Permit requests for private youth parties or activities will be issued to a parent or legal guardian who will be attending the event.

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

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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 a. ~~Any additional use will be charged~~ is subject to additional charges as follows:

- a) Applicants will be charged time and one half hourly rental rate for early arrival.
- b) Forfeiture of one half of the deposit may be applied to Applicant for a reservation that runs after the end time specified on the Facility permit up to one half hour.
- c) Forfeiture of the full amount of deposit will be applied to Applicant for a reservation that runs after the end time specified on the Facility permit up to one half hour.

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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~~ 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

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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.

~~Groups who remain on the premise after the end of their agreed upon rental time will forfeit their deposit.~~

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.~~
- ~~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), and microwave. Partial Kitchen rentals only include use of refrigerator and ice machine.
- ~~e)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.
- ~~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. 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. ~~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

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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. The following rules and guidelines apply to Alcoholic Beverages use at the Community Center. 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 ~~alecohol~~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.
- c) ~~Alcoholic Alecohol Beverages~~ may not be served to ~~minors~~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.~~
- d) ~~Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. All Alecoholic 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.~~
- e) ~~Alcoholic Beverages cannot be served passed 9:30pm on Monday – Saturdays, and 5:30 pm on Sundays. Alcoholic Beverage consumption must end 1 hour prior to the event end time as stated on the application.~~
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.

Attachment: Attachment 2 - Draft Proposed Revisions to Policy 317 - REDLINED (3192 : Policy 317 Updates)

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- g) Security is required for all events serving Alcoholic Beverages. ~~alcohol~~ (see page 8 for security guidelines).
- h) Alcoholic Beverages ~~Alcohol~~ may not be consumed while setting up or cleaning up event.
- i) A Bartender is required for beer keg service and for events with guests in excess of 50 individuals. Additionally, the following 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 Alcoholic Beverages. The bartender must supervise the bar for the duration of Alcoholic Beverages being served (maximum of 5 hours).
- 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 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:

Attachment: Attachment 2 - Draft Proposed Revisions to Policy 317 - REDLINED (3192 : Policy 317 Updates)

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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: Attachment 2 - Draft Proposed Revisions to Policy 317 - REDLINED (3192 : Policy 317 Updates)

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.

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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.

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- 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.

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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.

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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

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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

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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

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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

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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

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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.

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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.

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- 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

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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: June 7, 2023
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2023 Memorial Day Race: Event Update

RECOMMENDATION: That the Parks and Recreation Commission receive an oral presentation regarding the 2023 City of Laguna Hills Memorial Day Half Marathon 5K, 10K, Honoring the USMC Dark Horse Battalion.

SUMMARY:

Staff will provide the Parks and Recreation Commission with an oral presentation regarding the 2023 City of Laguna Hills Memorial Day Half Marathon, 5K, and 10K, honoring the USMC Dark Horse Battalion.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 7, 2023

TO: Parks and Recreation Commission

FROM: Holland Gannon
Community Services Manager

ISSUE: 2023 Fourth of July Celebration Pre-Event Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the 2023 Fourth of July Celebration pre-event report.

SUMMARY:

The City of Laguna Hills will host its annual Fourth of July celebration at the Laguna Hills Sports Complex on Tuesday, July 4, 2023. The special event will be held from 4:00 p.m. to approximately 9:30 p.m. and includes a number of activities in addition to the fireworks show. At the April 25, 2023 meeting, the City Council authorized the City Manager to execute an agreement with Fireworks and Stage FX America, LLC (FA), for the 2023 fireworks display. The proposed show for 2023 will have approximately one thousand two hundred and sixty-nine (1,269) shells, and a cost of \$40,500. The show will be approximately 20 minutes in length.

BACKGROUND:

The City of Laguna Hills will host its annual 4th of July celebration at the Laguna Hills Sports Complex on Tuesday, July 4, 2023. The event will begin at 4 pm and the following is the tentative schedule of the event.

Event Schedule

4:00 PM – 8:50 PM Activities, games, food, and vendor/information booths

2023 Fourth of July Celebration Pre-Event Report

June 7, 2023

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4:00 PM – 6:00 PM	Music provided by sound equipment vendor functioning as DJ with recorded music. Band setup.
6:00 PM – 8:50 PM	Family Style Band live music
8:50 PM	Mayor’s Welcome/Comments/Presentation of Colors
9:00 PM	National Anthem
9:05 PM – 9:25 PM	Firework show

The elements for this event are further described below.

Activities/Games: Five (5) inflatables will be rented this year to provide activities for children. Last year the City rented the following inflatables for games: Soccer Kick, Double Hoop Shot, and Football Toss. Two (2) additional larger inflatables (40-foot Obstacle Course and Spacewalk-Airwalk) were also rented. Staff has rented similar inflatables for this year’s event.

Two (2) carnival rides will also be rented for this year. Last year the two carnival rides were “Tilt a Whirl” and “Gravitron.” Staff intends with rent similar carnival rides for this year’s event.

Face painting and children’s crafts will also be offered this year.

Music: This year, staff has arranged for Family Style band to provide music entertainment. This OC-based band has been playing blues, soul and rock and roll at local venues for more than 30 years and was the featured band for the City of Laguna Hills first annual Heritage Day event last year. Family Style band will be playing from 6 pm to approximately 9 pm.

The sound company hired for this event will provide music to the audience from 4 pm – 6pm while Family Style sets up their equipment in the Town Green Gazebo. As was the case last year, additional speakers will be installed at the rear of the soccer fields to improve the audio reception of both the band and presenters.

Additional Entertainment: Due to the popularity of Abe Lincoln and George Washington character actors at last year’s event, staff has scheduled them to return again for this year’s 4th of July event.

2023 Fourth of July Celebration Pre-Event Report

June 7, 2023

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Food: Staff reached out to the non-profit groups that have previously sold food items at the event. To date, the Laguna Hills High School Football Booster, Water Polo Booster, and Music Booster have indicated they would like to return to the event this year. No other non-profit groups have expressed an interest in participating at this time. Staff will continue to reach out to local non-profits. The following is the current list of non-profit organizations with the food they plan to sell:

- LHHS Music Boosters: nachos, churros, popcorn and candy
- LHHS Water Polo Boosters: shaved ice and water
- LHHS Football Boosters: soda, water and Gatorade

To ensure that there is an adequate amount of food for those in attendance, staff also intends to secure food trucks for 4th of July event this year. Last year there were a total of six (6) food trucks serving food.

Information Booths & Displays: It is planned to once again incorporate information booths and displays into the 4th of July event this year. Staff will coordinate what information is included in the City's information booth and what giveaways will be passed out to the public. Last year some of the information booths and displays included the City of Laguna Hills booth, OC Sheriff booth and displays, MV Animal Services booth and enforcement truck, Chamber of Commerce booth, OCFA fire engine, and 3/5 Support Committee booth and 3/5 Marine displays.

Staff is in the process of coordinating what booths and displays will be at this year's event. It is anticipated that "Team Dark Horse" will be present to support the adopted Marines of the 3/5 Battalion at this year's event. Marine's from the 3/5 Battalion may also be present.

Fireworks: At its April 25, 2023 meeting, the City Council authorized the City Manager to execute an agreement with Fireworks and Stage FX America, LLC (FA), for the 2023 fireworks display. The proposed show for 2023 will have approximately one thousand two hundred and sixty-nine (1,269) shells, and a cost of \$40,500. The show will be approximately 20 minutes in length.

2023 Fourth of July Celebration Pre-Event Report

June 7, 2023

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FISCAL IMPACT:

The proposed budget for the 2023 Fourth of July event is \$95,500 which includes a fireworks budget of \$40,500. The anticipated net expense for this event is \$85,500 which accounts for an estimate of \$5,000 in revenue from ticket sales.

2023 4th of July Event Budget Summary

Band	\$6,500
Electrician	\$2,000
Face painting/character actors	\$1,800
Firework Display (Program A)	\$40,500
Inflatables (Games/Bouncers)	\$5,000
Janitorial and HS custodial	\$1,100
Misc./supplies	\$1,500
OC Sheriff	\$14,000
Portables (toilets/sinks)	\$2,000
Rentals (Tables, chairs, booths)	\$2,500
Security	\$2,600
Sound Company	\$3,500
Two Carnival Rides	\$12,500
Total	\$95,500



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 7, 2023
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: Sponsorship Packet for City Events

RECOMMENDATION: That the Parks and Recreation Commission review the rough draft sponsorship packet and provide direction to staff on further development of a sponsorship program before staff presents a proposed sponsorship program to the City Council.

SUMMARY:

The Community Services Department hosts a wide variety of special events for the community throughout the year. A sponsorship program is beneficial for both the Community Services Department and local businesses. Sponsorships help augment costs for events, allowing the City to provide more activities, as well as provide an avenue for local businesses to interact with community members. Staff reviewed the City of Mission Viejo and the City of Fountain Valley's sponsorship programs and used them as a template to create a sponsorship packet for the City of Laguna Hills. Attached to this report is a draft sponsorship packet. Items for consideration are as follows:

? Is the Parks and Recreation Commission in favor of creating a sponsorship packet that is sent to local businesses and community groups?

? What events would the Parks and Recreation Commission like to see included in the sponsorship packet?

? Does the Parks and Recreation Commission have input on the cost of sponsorship levels?

? Does the Parks and Recreation Commission have input on the incentives in each sponsorship level?

Sponsorship Packet

June 7, 2023

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The final sponsorship packet will contain graphics, images of events, and event descriptions to help market a City sponsorship program.

ATTACHMENTS:

- Sponsorship Packet Draft 6.1

City of Laguna Hills
Special Events Sponsorship Program

Dear Local Business and Community Partner:

The City of Laguna Hills is proud to offer you the opportunity to participate in our community events as a sponsor. Our exciting event series offers your business the opportunity to interact face-to-face with our local community members.

As a program partner, your agency has the opportunity to be marketed throughout various platforms as we market for the event. We offer numerous sponsorship opportunities with many different partnership levels. We are confident that there is something that will fit your business needs! Each sponsorship goes directly into enhancing our program or event.

For information on these programs or other sponsorship opportunities, please contact us directly. Thank you for your continued support and your help to the community!

Thank you for your consideration.

Daddy Daughter Dinner Dance

Estimated Attendance: 200

A special, formal dinner dance for dads and their daughters

- Title Sponsor \$500
 - Company logo and name displayed at event
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
 - Flyers distributed at the event
 - Logo on photobooth pictures
- Event Sponsor \$300
 - Company logo on banners displayed at event
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
- Supporting Sponsor \$150
 - Company logo on banners displayed at event
 - Verbal recognition over sound system at event

Rooted Volunteer Campaign
Estimated Attendance: 100
A quarterly park beautification campaign

- Title Sponsor \$500
 - Company logo and name on banners
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
 - Logo on t-shirts for the year
 - Flyers distributed at event
- Event Sponsor \$300
 - Company logo on banners
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
- Supporting Sponsor \$150
 - Company logo on banners
 - Verbal recognition over sound system at event

Memorial Day Race

Estimated attendance: 3,000

Half Marathon, 10K, 5K, and Kids Run honoring the 3/5 Marines and Team Darkhorse

**Sponsorships currently coordinated through Spectrum Sports*

DRAFT

Movies in the Park
Estimated Attendance: 250 per movie (4 movies)
Summer movie series with a feature film and family fun

- Title Sponsor \$1,000
 - Booth opportunity at all 4 movies (1 table and 2 chairs)
 - Advertisement displayed on screen before all movies*
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition at all 4 movies
- Event Sponsor \$500
 - Booth opportunity at 2 movies (1 table and 2 chairs)
 - Advertisement displayed on screen before all movies*
 - Company logo on marketing materials (website, flyers, social media, press releases)
- Supporting Sponsor \$250
 - Advertisement displayed on screen before all movies*
 - Company logo on marketing materials (website, flyers, social media, press releases)

Sponsor will receive one PowerPoint slide advertisement across the screen. Advertisement is due 2 weeks before the first event

Summer Concert Series
Estimated Attendance: 1,500 per concert (4 concerts)
Concerts in the park featuring great bands and family fun

- Title Sponsor \$3,000
 - Vendor booth with VIP parking pass at each concert (1 table and 2 chairs)
 - Company logo on marketing materials (website, flyers, social media, press releases, banners)
 - Opportunity to speak at each concert
 - Verbal recognition at each concert
- Event Sponsor \$1,500
 - 1 vendor booth at 2 concerts (1 table and 2 chairs), each with VIP parking pass, to be coordinated with Community Services Department
 - Company logo on marketing materials (website, flyers, social media, press releases, banners)
 - Verbal recognition at all 4 concerts
- Supporting Sponsor \$500
 - 1 vendor booth at 1 concert (1 table and 2 chairs), to be coordinated with Community Services Department
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition at all 4 concerts

4th of July Celebration

Estimated Attendance: 8,000

Community event celebrating Independence Day with games, a band, and an epic firework show

- Title Sponsor \$10,000
 - Fireworks sponsor
 - Sponsor booth (2 tables and 4 chairs)
 - Company logo on marketing materials (website, flyers, social media, press releases, banners)
 - 4 VIP reserved parking passes
 - Speaking opportunity at event
 - Four (4) banners displayed throughout event
 - Verbal recognition at event
- Event Sponsor \$5,000
 - Sponsor booth (1 table and 2 chairs)
 - Company logo on marketing materials (website, flyers, social media, press releases, banners)
 - Speaking opportunity at event
 - 2 VIP reserved parking pass
 - Verbal recognition at event
- Supporting Sponsor \$1,000
 - Sponsor booth (1 table and 2 chairs)
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - 1 VIP reserved parking pass
 - Verbal recognition at event

Heritage Day

Estimated Attendance: 2,000

*Community festival celebrating Laguna Hills past, present, and future***Sponsorship coordinated by Lukes Network in 2022. The Lukes Network 2022 sponsorship levels provided below for reference.*

- Legacy Sponsor \$5,000
 - Swag bag marketing opportunity
 - 2 minute speaking opportunity at event
 - Sponsor booth at event (1 table and 2 chairs)
 - VIP parking at event (2 cars)
 - Logo on all Save the Date and pre-event marketing materials
 - Company logo and sponsorship level in press release
 - Company logo and sponsorship level on City booth TV screen
 - Verbal recognition over sound system at event
- Foundation Sponsor \$2,500
 - 30 second speaking opportunity at event
 - Sponsor booth at event (1 table and 2 chairs)
 - VIP parking at event (2 cars)
 - Logo on all Save the Date and pre-event marketing materials
 - Company logo and sponsorship level in press release
 - Company logo and sponsorship level on City booth TV screen
 - Verbal recognition over sound system at event
- Destiny Sponsor \$1,500
 - Sponsor booth at event (1 table and 2 chairs)
 - VIP parking at event (1 car)
 - Logo on all Save the Date and pre-event marketing materials
 - Company name and sponsorship level in press release
 - Company name and sponsorship level on City booth TV screen
 - Verbal recognition over sound system at event
- Gabrielino Sponsor \$750
 - Sponsor booth at event (1 table and 2 chairs)
 - Logo on all Save the Date and pre-event marketing materials
 - Company name and sponsorship level in press release
 - Company name and sponsorship level on City booth TV screen
 - Verbal recognition over sound system at event
- Ranchero Sponsor \$500
 - Sponsor booth at event (1 table and 2 chairs)
 - Company name on all Save the Date and pre-event marketing materials
 - Company name and sponsorship level in press release
 - Company name and sponsorship level on City booth TV screen
 - Verbal recognition over sound system at event
- City Sponsor \$200
 - Sponsor booth at event (1 table and 2 chairs)
 - Company name on all Save the Date and pre-event marketing materials
 - Company name and sponsorship level in press release
 - Verbal recognition over sound system at event

Holiday Event Series
Estimated Attendance: 1,000 (total for all events)

- Title Sponsor \$500
 - Company logo and name on banners displayed at event
 - Company logo on marketing materials (banners, website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
 - Flyers distributed at event
 - Booth at Tree Lighting Ceremony (limited to first 3 sponsors)
- Event Sponsor \$300
 - Company logo on banners displayed at event
 - Company logo on marketing materials (website, flyers, social media, press releases)
 - Verbal recognition over sound system at event
- Supporting Sponsor \$150
 - Company logo on banners displayed at event
 - Verbal recognition over sound system at event

Sponsor Information

Please contact Holland Gannon at hgannon@lagunahillsca.gov or 949.707.2686 for more information regarding sponsorship opportunities.

Payment:

Payment is required before a sponsor's participation in any event. Payments are made per event, quarterly (for events within that quarter), or in one installment. Payment is accepted via cash, check, or credit card. Checks are made payable for the City of Laguna Hills. Credit cards are subject to a 3.15% fee.

Partners who sponsor 3 or more events will be eligible for a 10% discount.

Logos:

Logos are due at the time of registration or no later than one month before the event unless otherwise specified.

Please email a high-resolution PNG or JPG image to hgannon@lagunahillsca.gov if applicable.

Sponsorship Application

Please complete and return to:
Laguna Hills Community Center
25555 Alicia Parkway
Laguna Hills, CA 92653

Please indicate sponsorship level:

Daddy Daughter Dinner Dance

- ☐ Title Sponsor \$500
- ☐ Event Sponsor \$300
- ☐ Supporting Sponsor \$150

Memorial Day Race

- ☐ Title Sponsor \$10,000
- ☐ Event Sponsor \$5,000
- ☐ Supporting Sponsor \$1,000

Movies in the Park

- ☐ Title Sponsor \$1,000
- ☐ Event Sponsor \$500
- ☐ Supporting Sponsor \$250

Concerts in the Park

- ☐ Title Sponsor \$3,000
- ☐ Event Sponsor \$1,500
- ☐ Supporting Sponsor \$500

4th of July Celebration

- ☐ Title Sponsor \$10,000
- ☐ Event Sponsor \$5,000
- ☐ Supporting Sponsor \$1,000

Heritage Day

- ☐ Title Sponsor \$500
- ☐ Event Sponsor \$300
- ☐ Supporting Sponsor \$150

Holiday Event Series

- ☐ Title Sponsor \$500
- ☐ Event Sponsor \$300
- ☐ Supporting Sponsor \$150

Company Name (as it should appear in marketing materials):

Contact Person:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone:

Email:

Please select your payment option:

Cash/Check (made payable to City of Laguna Hills)

Credit Card (circle one)

Visa Mastercard American Express

Name as shown on card:

Credit card #:

Expiration Date:

CVC Code: