



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, June 6, 2018 – 7:00 PM

Dan Cooper - Chair

David Robbins - Vice Chair
Chris Mackey - Commissioner

Victoria Auer - Commissioner
Maya Douglas - Commissioner

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

1. PUBLIC COMMENTS

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

2. MINUTES APPROVAL**2.1 Approval of Minutes for April 4, 2018, Regular Meeting**

Recommendation: That the Parks and Recreation Commission approve the Minutes for the April 4, 2018, Regular Meeting.

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

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

4.2 2018 Spring Quarter Evaluation

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

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

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

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

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

5. INFORMATIONAL ITEMS**5.1 2018 Memorial Day Race : Event Update**

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

5.2 2018 Fourth of July Celebration: Event Update

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

5.3 Paperless Agenda Packet for Parks and Recreation Commission Meetings

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

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks & Recreation Commission will be August 1, 2018, at 7:00 PM in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by June 1, 2018, at 5:00 PM.



David T. Reynolds, Deputy City Manager June 1, 2018

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

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



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for April 4, 2018, Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the Minutes for the April 4, 2018, Regular Meeting.

ATTACHMENTS:

- Minutes

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

**REGULAR MEETING
MINUTES
Wednesday, April 4, 2018**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Vice Chair David Robbins

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

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

Staff Present: Community Services Superintendent Dan Meehan, and Community Services Secretary Kayle McDonald.

1. PUBLIC COMMENTS

There were no public comments.

2. MINUTES APPROVAL

2.1 Approval of Minutes for February 7, 2018, Regular Meeting

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

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

2. PRESENTATIONS

There were no presentations.

4. ADMINISTRATIVE REPORTS

4.1 2018 Winter Quarter Evaluation

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

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

5. INFORMATIONAL ITEMS

5.1 April Events Update

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

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

6. COMMISSIONER COMMENTS

Commissioner Mackey noticed a few corrections that needed to be made to the February 7th, 2018 minutes. Mackey mentioned to Superintendent Meehan that a resident was inquiring about whether or not we are using pesticide spray on our landscape, instead of organic fertilizer spray. Mr. Meehan's response to Commissioner Mackey was that he will follow up with Park Supervisor,

Ryan Hanley. Commissioner Auer asked Mr. Meehan where Laguna Hills stands on the placement of homeless individuals, as it relates to the anti-camping ordinance and who has that jurisdiction. Mr. Meehan's response was that Mr. Reynolds is leading that effort on behalf of the City along with City Manager Don White. In regards to the no camping ordinance, that is being reviewed by our City Attorney.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Cooper declared the meeting adjourned at 7:23 PM.

David Reynolds, Deputy City Manager

ATTEST:

Dan Cooper, Chair

Approved at meeting of June 6, 2018

Attachment: Minutes (1584 : Approval of Minutes for April 4, 2018, Regular Meeting)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2018 Laguna Hills Volunteer Connections Day, Arbor Day, and Paper Shredding Event

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

SUMMARY:

The City of Laguna Hills hosted its annual Volunteer Connection Day on Saturday, April 21, 2018. Fifty-two (52) volunteers participated in the trail clean-ups and tree planting project. In addition, a Paper Shredding event was also held, and approximately 138 participants dropped off 7,215lbs of documents for shredding during a four hour time period from 8am-12pm and an additional two hour time period on May 12, 2018.

BACKGROUND:

The City of Laguna Hills hosted its annual Volunteer Connection Day on Saturday, April 21, 2018. Fifty-two (52) volunteers were welcomed by the Mayor, Commissioners and staff before participating in the day's projects.

Participants broke off into coordinated groups to assist in the clean-up of the Aliso Creek Trail and the Edison Easement Trail. Volunteers also planted nineteen (19) trees and 125 shrubs at the Laguna Hills Sports Complex in recognition of Arbor Day. The volunteers concluded their work at approximately 11:30a.m. and were provided a "thank you luncheon" at the Laguna Hills Community Center. Lunch was donated by BJ's, Nana Fi's, Jersey Mike's, Raising Cane's, Woody's Diner, and Nothing Bundt Cakes.

2018 Laguna Hills Volunteer Connection Day, Arbor Day, and Paper Shredding Event
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A paper shredding event was held again for 2018. Approximately 125 participants dropped off documents for shredding between the hours of 8:00am and 12:00pm. A total of 6,615 pounds of documents were dropped off during Volunteer Connection Day, and collected into locked containers but were not shredded as the truck was at another event during the same time. Staff worked with The Paper Depot to schedule another shredding event, which took place on Saturday, May 12, between the hours of 8:00a.m. and 10:00a.m. Thirteen people brought approximately 600 pounds of documents, which were shredded on site.

FISCAL IMPACT:

The FY 2017/18 budget for Volunteer Connection Day was \$1,000. Event expenditures totaled \$685.23 for the 2018 Volunteer Connection Day.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2018 Spring Quarter Evaluation

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

SUMMARY:

At the conclusion of each quarter, staff prepares a summary of Community Services Programs and a staff level critique of the City's quarterly offerings to keep the Commission apprised of the accomplishments and out comings of the Department. For the Spring 2018 quarter, a total of 1,621 participants were enrolled in classes and programs. Revenue for the spring quarter totaled \$83,309.

BACKGROUND:

A number of recreation programs were successful during the spring quarter. In the Sports and Fitness category, the staff led "After School Sports" session of Track and Field had more than 100 participants. Also in the Sports and Fitness category, the "Day Hike at Palomar Mountain" and the "Hiking Club" both filled to capacity. Finally, in the Cultural Arts category, six performances of the play "You Can't Take It With You" were well attended, drawing a total of 369 attendees. The play was produced by the Laguna Niguel Community Theatre.

ATTACHMENTS:

- Copy of Spring 2018 Enrollment Summary

Spring 2018 Enrollment Summary

Spring 2017/2018

(Blank Cells Represent No Class/Activity Offered)

CLASS	Spring 2017			Spring 2018		
	Res	NonRes	Total	Res	NonRes	Total
Adult Basketball League: 30 and over League				0	0	0
Adult Basketball League: Open League	0	0	0	0	0	0
Adult Open Gym Basketball	9	7	16	15	10	25
Adult Table Tennis Annual Pass	0	0	0	0	0	0
Adult Table Tennis: 1-Day Guest Pass	0	0	0	1	7	8
Adult Tennis-Advanced Beginner	13	3	16	18	3	21
Adult Tennis-Intermediate	0	0	0	8	0	8
Adult Tennis Learn to Rally	4	0	4	6	1	7
After School Sports Coed Soccer (Lomarena)	50	8	58	37	13	50
After School Sports Coed Soccer (San Joaquin)	5	1	6	0	0	0
After School Sports Coed Soccer Valencia	16	3	19	21	4	25
After School Sports Track & Field-Lomarena	31	2	33	45	10	55
After School Sports Track & Field-San Joaquin	8	1	9	9	3	12
After School Sports Track & Field-Valencia	21	0	21	45	0	45
Ageless Ballet (10 class pass)	3	1	4			
Ageless Ballet (5 class pass)	1	1	2			
Aikido (All levels Ages 19 & up)	3	6	9	3	7	10
Aikido (Beginning Ages 6-18)	10	4	14	15	3	18
Aikido (Intermediate Ages 6-18)	7	6	13	13	9	22
All Star Tennis	9	3	12	22	7	29
Balance & Fall Prevention				2	4	6
Basics of Skateboarding: Beginning	0	6	6	1	2	3
Basics of Skateboarding: Intermediate	1	0	1	0	0	0
Beginning Ballroom Dance	6	11	17	6	6	12
Beginning Guitar	0	0	0	2	0	2
Beginning Ukulele	0	0	0	3	0	3
Belly Dancing I	4	9	13	1	17	18
Belly Dancing II	1	12	13	1	9	10
Belly Dancing III & IV	1	8	9			0
Belly Dancing III				0	5	5
Body Sculpt & Strength				5	0	5
Ceramics Creation	1	0	1	0	0	0
Children & Teen Open Gym Basketball	0	0	0	3	8	11
Children's Birthday Party Program	22	17	39	87	57	144
Children's Running Program	10	2	12	11	3	14
Circle of Friends BINGO Night	14	9	23	15	10	25
Circle of Friends Bowling Night				11	7	18
Circle of Friends Karaoke Night	2	1	3	12	8	20
Circle of Friends Pizza & Movie Night	15	10	25			0
Clog Dance	15	26	41	2	10	12
Day Hike at Palomar Mountain				10	3	13
Eat Healthy this Summer!				1	4	5
Excursion to the Getty Center	17	2	19			0
Excursion: Original Renaissance Pleasure Faire	0	0	0			0
Excursion to Joshua Tree National Park				11	7	18
Excursion to the Richard Nixon Library & Mueseum				8	6	14
Fossil Finders Fossil Fixers				57	0	57
Future Tennis Stars	9	4	13	18	4	22
Gentle Yoga	10	11	21	9	8	17
Healthy Eating & Lifestyle Tips for your new year				2	4	6
Hiking 101	3	2	5			0
Hiking Club	14	0	14	12	1	13
Kindergarten, Here I Come!				5	8	13
LAGS Skate Competition				17	8	25
LAGS Skate Competition- VENDOR				0	0	0
Meditation, everyone should meditate-WHY FREETRIAL				2	0	2
Meditation, everyone should meditate-WHY?	2	0	2	1	0	1

Attachment: Copy of Spring 2018 Enrollment Summary (1581 : 2018 Spring Quarter Evaluation)

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Spring 2017			Spring 2018		
	Res	NonRes	Total	Res	NonRes	Total
Meg's Community Kitchen Workshop #3	5	4	9			0
Meg's Community Kitchen Workshop #4	12	3	15			0
Meg's Community Kitchen Workshop #12				0	1	1
Meg's Community Kitchen Workshop #13				0	0	0
Movement/Meditation Class				0	0	0
Music Together	7	5	12	8	5	13
Music Together- FREE TRIAL	3	1	4	5	1	6
Musical Theater; Goldilocks and the Three Bears				7	15	22
Pickleball				5	6	11
Playtime!	17	11	28	5	14	19
Q3: WCMP Dance Classes				0	0	0
Q3: WCMP Dance Classes Half Session				2	2	4
Q3: Second Half Session Dance Class	1	0	1			0
Q4: Additonal Family Member: Five Dance Classes	0	0	0	0	0	0
Q4: Additonal Family Member: Four Dance Classes	0	0	0	0	0	0
Q4: Additonal Family Member: One Dance Class	9	5	14	10	3	13
Q4: Additional Family Member: Six Dance Classes	0	0	0			0
Q4: Additional Family Member: Three Dance Classes	0	0	0	1	0	1
Q4: Additional Family Member: Two Dance Classes	1	0	1	0	1	1
Q4: First Family Member: Eight Dance Classes	0	0	0	2	0	2
Q4: First Family Member: Five Dance Classes	4	2	6	1	1	2
Q4: First Family Member: Four Dance Classes	2	1	3	1	0	1
Q4: First Family Member: One Dance Class	54	33	87	38	29	67
Q4: First Family Member: Seven Dance Classes	0	0	0	0	1	1
Q4: First Family Member: Six Dance Classes	0	0	0	0	0	0
Q4: First Family Member: Three Dance Classes	2	1	3	2	3	5
Q4: First Family Member: Two Dance Classes	6	6	12	11	1	12
Q4: WCMP Late Registration	0	0	0	0	1	1
Qigong for All	2	1	3	2	0	2
Qigong for All: FREE TRIAL				0	0	0
Rising Stars Tennis	5	10	15	14	6	20
Slow Pitch Adult Softball: Coed League	0	0	0	0	0	0
Slow Pitch Adult Softball: Men's "D" League	12	36	48	0	24	24
Slow Pitch Adult Softball: Men's Lower "C" League	0	0	0			0
Slow Pitch Adult Softball: Men's Upper "D" League	0	0	0	0	0	0
Tennis Stars	14	7	21	26	5	31
Tier 1 Tennis	0	2	2	1	14	15
Tunes and Tales	20	10	30	10	15	25
Volunteer Connection Day	24	12	36	30	22	52
Walk Laguna Hills- Level 1				6	6	12
Walk Laguna Hills- Level 2				3	0	3
You Can't Take It With You				164	205	369
Zumba	38	3	41	21	3	24
Zumba Toning	16	0	16	13	0	13
Zumba (3 Month Option)	0	0	0			0
Enrollment Totals:	591	329	920	961	660	1621
	64%	36%		59%	41%	
Total Classes offered:			153			153

Attachment: Copy of Spring 2018 Enrollment Summary (1581 : 2018 Spring Quarter Evaluation)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

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

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

SUMMARY:

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

BACKGROUND:

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

Policy 305 Sponsorship Banners in City Parks

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

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

Staff's proposed revisions to Policy 305

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

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

Policy 305 Sponsorship Banners in City Parks

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

ATTACHMENTS:

- Policy 305 Advertising Temporary Signs in City Parks

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: ADVERTISING/TEMPORARY SIGNS IN CITY PARKS

POLICY No. 305

Effective Date: January 23, 1996

Last Revision: January 23, 1996

PURPOSE:

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

POLICY:

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

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

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

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

PROCEDURE:

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

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

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

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

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

ATTACHMENTS:

- None



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

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

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

SUMMARY:

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

BACKGROUND:

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

Update of the City Council Reservation Policies

June 6, 2018

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

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

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

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

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

Update of the City Council Reservation Policies

June 6, 2018

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

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

ATTACHMENTS:

- Public Reservation Policy DRAFT for Commission

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY

POLICY No. XXX

Draft

Effective Date: xxxxxxxxx

PURPOSE:

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

DEFINITIONS:

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

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

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

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

Department – means Community Services Department.

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

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

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

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

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

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

Minors – means persons under 18 years of age.

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

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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 organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.
- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.
- 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.

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- f) Facility reservations are 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) 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 rate rental for the Heritage Room, Classroom, and Art Room only.

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least fourteen (14) days in advance of desired reservation date(s). Requests received less than fourteen (14) days in advance 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:

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- 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.

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;

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- 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 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.

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(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 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.

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

Disruptive Behavior

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

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

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

Revocation:

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

Appeal:

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

Waiver of Fees:

Any and all applicable fees may be waived or reduced at the sole discretion of the City Manager, whose decision shall be final.

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

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

Insurance Requirements:

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

Damage to Facility:

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

Smoking:

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

Alcohol Use:

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

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit 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

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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 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,

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religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

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

Trash and Recycling Requirement:

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

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

Cancellations:

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

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

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

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.

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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 plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application. Only one setup per group will be provided. Requests for changes to room setup after the setup is complete in accordance to the Facility Permit plan will not be accommodated.

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

Community Center & Kitchen Reservation Amenities:

- a) Building rentals include the use of tables and chairs. Table covers are not provided.
- b) Eating and serving utensils are not provided.
- c) Styrofoam products are prohibited from use in the Community Center.
- d) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), and microwave. Partial Kitchen rentals only include use of refrigerator and ice machine.
- e) Cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- 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.

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Limited Space and Storage:

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

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

Community Center Alcohol Use:

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

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

Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities. Alcohol may not be served to minors. Alcoholic Beverages are to be served only to persons 21 years of age and older. An Applicant's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.

All Alcoholic Beverages must be consumed inside the rented area of the Facility. The consumption of Alcoholic Beverages is prohibited during set up and clean up time. An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are 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.

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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 Fee and Deposit Schedule (*established by City Council Resolutions*)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2018 Memorial Day Race: Event Update

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

SUMMARY:

Staff will provide the Parks and Recreation Commission with an oral presentation regarding the 2018 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 6, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2018 Fourth of July Celebration: Event Update

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

SUMMARY:

Staff will provide the Parks and Recreation Commission with an oral presentation regarding the status of the 2018 Fourth of July Celebration and Fireworks display.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 6, 2018
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Paperless Agenda Packet for Parks and Recreation Commission Meetings

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

SUMMARY:

A few years ago the City implemented agenda management software that streamlined the process for staff to create the City's public meeting agendas for City Council meetings, Traffic Commission meetings, and Parks and Recreation Commission meetings. This software system has made it easier for staff to create an electronic version of the meeting agenda packet (including all staff reports and attachments), which can be accessed via the agenda management software system tools on the City's website, or from other electronic devices such as iPads, tablets, and laptops. In addition, a PDF version of the entire packet can be generated and emailed to interested parties.

With the rollout of this software system, the City has moved towards a paperless agenda system. The City Council currently accesses its meeting agenda from digital devices during City Council meetings and Traffic Commissioners receive their meeting agenda packets in a PDF file attached to an email.

Staff is recommending to the Parks and Recreation Commission that the Commission meeting agenda packet will be emailed to you in a PDF format for the next meeting,

Paperless Agenda Packet

June 6, 2018

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scheduled for August 1, 2018. You will have the option to print out any material or access the agenda from an electronic device. Staff will be available to help you prior to the August 1, 2018, meeting on how to access the electronic version of the Parks and Recreation Commission agenda packet from the Internet, and also from personal digital devices during a meeting if so desired.