



CITY OF SOUTH PASADENA
**Guidelines for
Community Services
Department
Events, Facilities and
Programs Management**

**Adopted:
October 19, 2022**

TABLE OF CONTENTS

INTRODUCTION TO THE COMMUNITY SERVICES DEPARTMENT.....	3
ATHLETIC FIELD AND PARKS.....	4
PARK AND PICNIC AREA RESERVATIONS	8
RECREATION AND SENIOR CLASSES	9
FACILITY RENTALS.....	12
FEE SCHEDULE (EXHIBIT A).....	16

Guidelines for Community Services Department Events, Facilities, and Programs Management

The Guidelines for the Community Services Department Events, Facilities and Programs Management was developed by the Community Services Department and the City Manager's Office. This guide was developed to provide the necessary framework for events, facilities and programs management within the Community Services Department.

Note: This document was formerly named the Community Services Department Policies & Procedures. The Community Services Commission (Commission) reviewed the Guidelines at its October 10, 2022 Commission Meeting, and recommended the Guidelines to move forward for City Council approval on October 19, 2022.

COMMUNITY SERVICES DEPARTMENT

Community Services Department staff is responsible to City Management for the administration of the City's community services programs and facilities. The Community Services Director, as the Liaison to the Commission, provides staff recommendations for direction through the City Manager to the Commission and City Council.

COMMUNITY SERVICES COMMISSION

The Community Services Commission (Commission) was established by Ordinance No. 2366. The Commission is a seven-member body that act in an advisory capacity to the City Council in all matters pertaining to activities promoting the health, interests, and well-being of the City's residents and all members of the population, and all matters pertaining to parks and public recreation; recommends policies for the control, management, and use of Community Services facilities; recommends the acquisition, use, and relinquishment of Community Services facilities; advise the City Council on development of recreation areas, facilities, programs, and improved recreation services; recommends the adoption of standards on organizations, personnel, areas and facilities, program and financial support; and takes periodic inventories of recreation services that exist or may be needed and interprets the need of the public to the City Council and Community Services Director. Qualification for serving on the Commission consists of the resident elector (registered voter) of the city. Members are appointed to a three-year term, with a maximum length of service of two full consecutive terms, plus one partial term (if applicable).

GENERAL STATEMENT

The City of South Pasadena Community Services Department coordinates the use of all City park and community facilities available to organizations and the general public for leisure, recreational, social, and cultural activities and programs. The Community Services Director, on behalf of the City, reserves the right to revoke or terminate a facility use permit; park reservation; field use permit; or class registration of any individual or organization in violation of this guide. This termination shall be in writing and reviewed by the Community Services Director.

The City may also charge a fee to offset public expenses to operate, maintain, supervise and administer the use of the park and community facilities. The increased demand for the use of limited park and community facilities makes it necessary to emphasize sharing in the use of facilities. In the event there is a need to make administrative changes or modify requirements to address facility use needs, the Community Services Director shall have such authority.

The Commission and the Community Services Department will evaluate the effectiveness of this guide periodically and make recommendations for changes to the City Council, as needed.

ATHLETIC FIELD AND PARKS

1. CITY-OWNED PARKS

Unless otherwise specified, South Pasadena public parks are open daily from 5:00 a.m. to 10:00 p.m. (SPMC Section 21.2)

Arroyo Park	Stoney Drive (at San Pasqual) and Lohman Lane: BBQ and picnic areas, playground, five lighted baseball diamonds, four lighted soccer fields, skate park, batting cages, golf course, miniature golf, driving range, horse stables, Arroyo Seco Woodland and Wildlife Park, tennis and racquetball center. Public restrooms are available.
Arroyo Woodland and Wildlife Park	100 Pasadena Avenue: a passive three-acre park along the Arroyo with mature oaks, southern walnut and western sycamore trees, and many drought-tolerant plants and shrub provides an inviting environment for birds, lizards, squirrels, butterflies, and many other critters. Walking paths and horse trails traverse the park. Public restrooms are not available.
Community Garden	1028 Magnolia Street: a shared garden space with plots available for use pursuant to Los Angeles Community Garden Council Agreement with the City of South Pasadena. Public restrooms are not available.
Demonstration Garden	1028 Magnolia Street: fronts the Community Garden with a shade structure, picnic table, and bench. The space demonstrates water conservation strategies with various drought tolerant, native plants and trees, as well as other landscape improvements. Public restrooms are not available.
Dog Park	650 Stoney Drive (at Lohman Lane): a half-acre park for dogs to exercise and play off-leash. The park is split into two areas for small and large dogs. Public restrooms are available via portable restroom.
Eddie Park	2017 Edgewood Drive (at Chelton Way): an open grassy area, playground and Eddie Park House. Public restrooms are not available.
Garfield Park	Mission Street (at Marengo Avenue): BBQ and picnic areas, playground, two lighted tennis courts, a rose garden, Children's Memorial and Healing Garden, and Youth House. Public restrooms are available.
Library Park	1100 Oxley Street (at Fairview Avenue): a passive neighborhood park with benches, a meandering walking path amongst mature shady trees. It is also home to the City's Senior Center and Public Library. Public restrooms are not available.
Orange Grove Park	815 Missions Street (at Orange Grove Avenue): a picnic area, one lighted softball field, lighted soccer field, two lighted tennis courts with pickle ball lines, and a playground. The City's Recreation Center is located at the park, which provides a venue for after school day care, summer camp, and other recreational programs. Public restrooms are available.
War Memorial Park	435 Fair Oaks Avenue: formerly called Oak Lawn Park, home to the War Memorial Building, and a grave site. The grassy area is filled with large Sequoia and Oak trees. Public restrooms are not available.

Passive Parks

Minimally developed spaces that are maintained by the City for the health and well-being of the public, where the quality of the environment and “naturalness” of the area are the focus of the recreational experience. Public restrooms are not available.

- Berkshire Pocket Park
- Grevelia Pocket Park
- Heritage Park (Meridian Avenue, at the Gold Line Station)
- Camden Parkway
- Via Del Rey and Monterey Road
- Via Del Rey and Camino Verde

2. ATHLETIC FACILITIES (Facilities are lighted)

Park	Softball	Soccer	Tennis	Baseball
Arroyo Park	1	4	0	5
Eddie Park	0	0	0	0
Garfield Park	0	0	2	0
Orange Grove Park	1	1	2	0
Library Park	0	0	0	0
War Memorial Park	0	0	0	0

3. QUALIFYING USER GROUPS (In descending order of priority)

- Group A: City Council and City Departments that conduct activities directly sponsored by the City of South Pasadena.
- Group B: South Pasadena-based non-profits who meet the requirement of 50% of whose participants live, work, or attend school in the City of South Pasadena, and are certified non-profit, youth and adult athletic organizations, civic services, educational, or fraternal organizations who conduct community events, and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Community Services Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.
- Group C: South Pasadena-based non-profits that do not meet the requirement of 50% whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service; educational or fraternal organizations who conduct community events and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to schedule use.
- Group D: Residents of South Pasadena holding functions and/or activities not open to the general public, but are non-profit.
- Group E: South Pasadena-based commercial, industrial or professional groups, using the facility for a non-profit purpose.
- Group F: All other users.

4. ATHLETIC FIELD RESERVATIONS

4.1. Allocation of dates, times, and areas is subject to the sole control of the City.

- 4.1.1. Approved applications may be changed as needed by the City due to weather or hazardous situations to maintain that the parks and fields stay in good and safe condition.
- 4.2. The number of players and teams will be a factor in allotting facilities.
- 4.3. The nature and conditions of the fields will be a factor in allotting facilities.
- 4.4. Lights will only be allocated to those user groups who rent the field.
- 4.5. Any changes or additions to assignments must be submitted in writing and approved by the Community Services Director.

5. ATHLETIC FIELD RESERVATIONS

- 5.1. Occasional or periodic users must request use of a field by submitting a Request for Facility Use Form to the Community Services Department for review and consideration. Occasional or periodic users are defined as requests for use, which is less than two consecutive months in duration. The Community Services Director will approve or deny these requests.
- 5.2. Users requesting league or ongoing use (over two months) of City athletic fields must submit a Request for Facility Use Form to the Community Services Department for review and consideration at least five (5) months prior to beginning of use. The form must be signed by the president or other appropriate representative from the board or leadership of the organization.
- 5.3. Requests for league play or ongoing scheduled use of athletic facilities (over two months) will be reviewed and assigned or declined as soon as possible. These requests will be reviewed by the Community Services Department and the Community Services Commission. If the request is approved, then a facility organizational meeting will be held between appropriate City staff and the requesting organization to review field use processes.
- 5.4. In order to streamline the approval process, the Community Services Commission considers applications twice a year. Summer and Fall season applications must be submitted to the Community Services Director by the end of April. Winter and Spring season applications must be submitted by the end of November.
- 5.5. No user group will be given approval until the following items are submitted. These items must be submitted at least two (2) weeks prior to use. If documents are not submitted, the City may withhold use of fields:
 - 5.5.1. Complete list of names, addresses and telephone numbers of the current Board of Directors or other responsible persons.
 - 5.5.2. Proof of current non-profit status with the Internal Revenue Services and State of California as appropriate.
 - 5.5.3. Master calendar of events to include: Registration dates, tryouts (date, time, place), team selection date, number of teams, practice schedule, date practices begin, opening day schedule, game schedule, date league games begin, date league games end, and date of local tournaments.
 - 5.5.4. South Pasadena-based non-profit sports organizations scheduling seasonal use of facilities are required to submit a full listing of all participants by team. The listing should include the name of each participant, address, city of residence, city of participants' work or school, and phone number. The City will randomly select a number of teams for review to ensure compliance to the 50% live, work, or attend school in the City of South Pasadena requirement for participants.
 - 5.5.5. One copy of the Certificate of Insurance listing the City of South Pasadena as additional insured.
 - 5.5.6. All deposits as required.
- 5.6. Storage facilities may be made available free of charge to local seasonal user groups.
- 5.7. All users granted use of storage facilities must store all equipment neatly.

- 5.8. Upon conclusion of seasonal play, all equipment must be removed within fourteen (14) days or a clean-up fee, based on actual expense incurred and overhead will be charged. Some equipment may be stored throughout the year with the approval of the Community Services Director.
- 5.9. Equipment stored in the facility is not the responsibility of the City. Unnecessary equipment stored in the facility may be removed at the user group's expense.
- 5.10. **Concession Stand and Storage Facilities:** Use of existing facilities for concessions and storage shall be subject to the approval of the Community Services Director.
- 5.11. **Restrooms/Fields:** Facilities must be cleaned of litter and debris immediately following the scheduled use, or a cleanup fee, based on actual expenses incurred and overhead will be charged.
- 5.12. **Athletic Field Lining and Marking:** All lining/marketing of athletic fields must be done with prior approval of the Community Services Department. Any user failing to comply with established guidelines and notification is subject to invoicing for all damages incurred to fields and termination of facility use permit.
- 5.13. **Insurance:** When the user group is involved in sporting/hazardous events, the user shall obtain and keep in full force and effect, at the user's sole cost, for the mutual benefit of City and user, the appropriate insurance certificate as required by the City.
- 5.14. **Traffic and Parking:** The user group will be considerate to those residents living adjacent to fields and advise participants and spectators to obey all parking laws concerning parking near and around fields. No vehicles will be allowed on City property without written permission.
- 5.15. **Public Address System Use Process:** Sound amplification equipment will be allowed in City parks, but limited to public address systems, stereo equipment, stationary and portable components and bull horns, subject to the review and prior approval of the Community Services Director.
- 5.16. **Maintenance:** All maintenance such as field preparation, lining of the fields, marking of the fields and installation of goal posts will be performed by user assigned to the facility with prior approval of the Community Services Department. Each user is responsible for the facility being free of trash or debris caused by group usage upon conclusion of each day's use. Users are required to report any damage or acts of vandalism to the Community Services Department immediately.
- 5.17. **Modifications to Park Fields and Facilities:** Any request to modify or improve City facilities shall be submitted for approval to the Community Services Director, Commission, and City Council as appropriate.
- 5.18. **Closure of Fields:** Arroyo Park and Orange Grove Park will be scheduled for closure and rehabilitation each year to allow for recovery due to heavy usage. The dates and times of closure to be determined by the Community Services Department and Public Works Department, with approval from the Community Services Commission.
- 5.19. There will be no use of City athletic fields when facilities are unplayable due to rain or other conditions. City staff will make the decision for use during or after rain or other event. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages incurred to the field and termination of facility use permit.

6. ATHLETIC FIELD FEES

6.1. Athletic Field Fees

- 6.1.1. South Pasadena-based non-profits: All South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of fields. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject

to approval by the Community Services Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.

6.1.2. South Pasadena-based non-profits: South Pasadena-based non-profit organizations that do not meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of the fields.

6.1.3. All Others: All others including individual users, for profit and non-South Pasadena-based non-profit groups will be charged for the reserved use of the fields at the flat hourly rate. See the Fee Schedule for the current rate.

6.2. Athletic Field Light Fees

6.2.1. South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, service and fraternal organizations, will be allowed to use lights. If the South Pasadena-based non-profit group received a fee waiver for the use of the field, then the user group will also receive a fee waiver for the use of the lights (Orange Grove, Arroyo North, and Arroyo South).

6.2.2. All for profit and non-South Pasadena-based organizations or occasional individual users will be charged for the use of lighted facilities at an hourly rate in addition to the hourly field rate at the discretion of the Community Services Director. See the Fee Schedule for current rate.

PARK AND PICNIC AREA RESERVATIONS

The City of South Pasadena has three beautiful parks with covered picnic areas. The picnic areas are available for group reservations and use. See the Fee Schedule for current rates.

7. PARK PICNIC AREAS

7.1. Any person or group wishing to reserve picnic facilities must submit a Park Reservation Application to the Community Services Department at least two (2) weeks prior to the event. The Application must include the name of the responsible individual or organization, along with the date, time, park area to be used and number of people expected to be in attendance. The reservation is subject to approval of the Community Services Department on a first come, first served basis.

7.2. A refundable clean-up deposit of \$50 may be required for groups over 50 persons who make a reservation.

7.3. In the event of rain, full refunds or re-booking are granted. Park cancellations requesting a refund will be given a 50% refund if the cancellation is made at least seven (7) days prior to the reservation. No refunds will be granted within seven (7) days of the reservation. There is no penalty to re-book the park reservation to another date as long as it is re-booked seven (7) days prior to the reservation.

7.4. All groups using City picnic areas are responsible for all necessary clean up following their use.

7.5. It is unlawful for any person to make any campfire or hold any barbecue in any other place in the park than in stoves or pits provided by the Community Services Department (SPMC Section 21.6).

7.6. Smoking and consumption of alcohol is prohibited in City parks and city facilities (SPMC Section 17.54). Refer to Section 14.8 and Section 14.8.5 stating alcohol is allowed at the War Memorial Building and Senior Center in rented facilities.

8. OVERNIGHT USE OF PARKS

Permits are required for overnight use. The Community Services Director, as a representative of the City Manager, may authorize overnight use of parks (SPMC Section 21.10).

9. LARGE GROUP RESERVATIONS

Events planned for outside of the designated park picnic areas that require significant set-up and gathering of over 100 people will not be allowed. The exception to the rule is local established non-profit groups with priority given to South Pasadena non-profits approved through the City's Co-Sponsorship Policy.

10. CARNIVAL DEVICES

10.1. The following carnival devices are not allowed in any South Pasadena public park:

10.1.1. Dunk tanks, booths, or machines, which generally consist of a large tank of water over which a seat is suspended.

10.1.2. Inflatable recreational structures including, without limitation, inflatables, interactive structures or equipment commonly used for jumping, bounding, sliding, riding, or as an apparatus for sports and recreational activities.

10.1.3. Other similar temporary attractions including, without limitation, structures containing live animals, petting zoos, climbing walls, and slides.

10.2. The Community Services Director, or designee, may allow the use of the attractions otherwise prohibited by this section for City purposes including, without limitation, the City's own recreation programming (SPMC Section 21.25).

RECREATION AND SENIOR CLASSES

The City offers recreation and senior classes to the public via Independent Contract Instructors. Classes are provided on a fee-based system with some classes offered free of charge. The City produces a quarterly Activity Guide and class schedule.

11. CLASS REGISTRATION PROCESS

11.1. The Recreation Division and Senior Division will process all of their own registrations and collect all class fees. Independent Contract Instructors are responsible for ensuring that all participants have registered and paid the necessary fees at the first-class meeting.

11.1.1. **Senior Division:** Classes offered by the Senior Center are ongoing and offered monthly. Two fees are offered – monthly and walk-in.

11.2. Participant Registration

11.2.1. **Recreation Division:** On the first day of registration for the season, participants can register for a class by accessing the City's website or by mailing in their registration form and payment. Beginning two (2) weeks after the first day of registration, participants may also register by phone or by walking their registration in. The Community Services Department accepts exact cash, checks, and credit cards (subject to a credit card processing fee).

11.2.2. **Senior Division:** Activity/Registration form is completed once per month for all senior citizen classes. Senior Center staff is responsible for ensuring that all participants have registered and paid the necessary fees by the first-class meeting. Participants register at the South Pasadena Senior Center or by sending in form and payment. The Community Services Department accepts exact cash, checks, and credit cards (subject to a credit card processing fee).

11.3. Participant Refunds, Credits, and Transfers

11.3.1. **Recreation and Senior Divisions:** Refunds, credits, and transfers must be requested in writing and approved before the first-class date. No refunds, credits, or transfers will be issued after the first class. Refunds will be issued less an administrative fee, for each class a refund is requested. Proration will be determined on a case-by-case basis, at the discretion of the Community Services Department. Refunds take four to six weeks to process and receive.

11.3.2. **Specialty Camp Refunds:** The Recreation Division coordinates week-long specialty camps for the community. These camps are fee-based and must be paid in full at the time of registration. Refund requests will be assessed an administrative fee if made over 21 calendar

days prior to the start of camp. Refunds, credits or transfers will not be issued for cancellations requested within 21 calendar days prior to the start of camp.

11.4. Program Visitors: The Independent Contract Instructor or the City may grant requests from potential participants to visit a class prior to registration, depending on the nature of the activity, for no charge. Only one visitation is allowed per customer per class. Participant siblings are allowed to observe the activity. All siblings must be registered in advance based upon the prerequisites of the activity.

11.4.1. Program visitors are only allowed to observe the class or activity, and are not permitted to actively engage or interact with any participant in the activity without registering.

12. INDEPENDENT CONTRACT INSTRUCTOR PROCESS

12.1. Fingerprint Clearance and Background Checks: As a condition of the Independent Contract Instructor Agreement, the City of South Pasadena requires that all Independent Contract Instructors and Instructor Assistants submit to fingerprinting and Department of Justice (DOJ) criminal background screening prior to any teaching activities with the City. This DOJ screening confirms that the Independent Contract Instructor or their Assistants have no criminal convictions. Any Independent Contract Instructor or Assistant will not be allowed to teach activity without clearance or completion of this check.

12.1.1. If the Independent Contract Instructor has several employees then, prior to the first day of an activity, the Independent Contract Instructor must certify, in writing to the City, that said employees have been fingerprinted, at the Contractor's expense, and have passed a DOJ background check.

12.2. Liability and Other Insurance: The City does not, in any way, provide Liability Insurance coverage for Independent Contract Instructors. If, at the discretion of the Community Services Department, insurance is deemed necessary, a \$2,000,000 Liability Certificate of Insurance must be filed, by the Independent Contract Instructor, with the Community Services Department one week prior to the first day of class.

12.2.1. The following terminology must appear on the description, "The City of South Pasadena, including its Officers, Elected Officials, Agents, and Employees are named Additional Insured."

12.2.2. If the Independent Contract Instructor has employees, the Independent Contract Instructor is also required to provide the City with verification of Worker's Compensation Insurance, as required by California Labor Code 3700 et seq.

12.2.3. If the Independent Contract Instructor is offering classes to minors, sexual abuse and molestation clause must be included on the Certificate of Insurance.

12.3. Income Tax Reporting: All Independent Contract Instructors will be required to complete a W-9 form. Independent Contract Instructors are not considered City employees, and therefore, are not eligible for City benefits. It is the Independent Contract Instructor's responsibility to pay all income taxes, as the City of South Pasadena does not withhold State or Federal Income Tax, but does report earnings to the IRS through Form 1099.

12.4. Compensation: Independent Contract Instructors establish the class fees required from each participant.

12.4.1. Recreation Division Contract Instructors receive 65% of the class fees. The remaining 35% payment is retained by the Community Services Department.

12.4.2. Senior Division Contract Instructors receive 80% of the class fees. The remaining 20% payment is retained by the Community Services Department.

12.4.3. The Community Services Director reserves the right to use discretion to adjust these amounts. These funds are needed by the City to offset costs associated with providing the following:

- The location/facility for classes, including general maintenance and utility costs;
- The processing of all class registrations, collection of fees and paying instructors;
- Administering all agreements with instructors and processing insurance;

- Providing the necessary staff to set up and monitor classes;
 - Marketing of classes.
- 12.4.4.** Recreation Division payments will be processed after the class, for activities that will meet only once, or after the final class meeting, for classes with multiple meetings. Payments can take four to six weeks to process.
- 12.4.5.** Senior Division payment are processed at the end of each month.
- 12.4.6.** The City of South Pasadena shall also not be liable for compensation of the Independent Contract Instructor for the remainder of the Independent Contract Instructor Agreement should it be cancelled. If the City terminates the Independent Contract Instructor Agreement during a session, the Independent Contract Instructor's payment for services provided will be on a prorated basis.
- 12.5. Class Cancellation:** No less than two (2) business days prior to the first meeting of the class, the Independent Contract Instructor has the option of cancelling their class if it does not meet the minimum required number of participants.
- 12.5.1.** The Community Services Department will notify participants of class cancellations if cancelled by the department. Otherwise, the instructor is responsible for directly contacting students/parents, by phone call, of all other cancellations.
- 12.6. City Facilities (Recreation Division):** Subject to availability, the Independent Contract Instructor has the option of utilizing a City facility.
- 12.6.1.** Staff is responsible for assuring that in the Community Room doors are locked, furniture is returned to original location and restrooms are locked up.
- 12.6.2.** Keys: Recreation Division does not issue keys to instructors, unless approved by the Community Services Director.
- 12.7. City Facilities (Senior Division):** Senior Center staff assists with the setup of all Senior Center Classes offered. Two locations are utilized for Senior Center classes, the South Pasadena Senior Center and the Library Community Room.
- 12.7.1.** Staff is responsible for assuring that in the Community Room doors are locked, furniture is returned to original location and restrooms are locked up.
- 12.7.2.** Keys: Senior Center does not issue keys to instructors.
- 12.8. Professional Standards:** Independent Contract Instructors and their assistants must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the City of South Pasadena's processes and decisions. Independent Contract Instructors are to maintain a professional relationship with participants and parents or guardians of minor participants at all times.
- 12.8.1. Course/Activity Cancellation:** If, during a class session, the Independent Contract Instructor must cancel a class meeting, the Community Services Department must be contacted during office hours, no less than four (4) hours prior to the start of the next class meeting. The instructor is responsible for notifying registrants that the class meeting has been cancelled, and responsible for scheduling a makeup class/day.
- 12.8.2. Releasing of Minors:** At the end of a class meeting, the Independent Contract Instructor shall not release minors to anyone other than the authorized parent, guardian, or to an individual authorized by the parent or guardian. The Independent Contract Instructor shall remain on site until all participants have left the facility. If the instructor is not able to stay with the minor they must first call the responsible adult listed on the class roster. If no parent or guardian is reached, call the Community Services Department. Otherwise, the instructor shall call the South Pasadena Police Department and have an officer take custody of the minor until an authorized parent or guardian arrives.
- 12.8.3. Discrimination and Harassment:** The City does not tolerate any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Independent Contract Instructors and their assistants are responsible for their own actions/conduct and that of the class participants, and must never engage in discrimination or harassment because of an individual's protected classification.

12.8.4. Mandated Reporting (Child): Independent Contract Instructors and their assistants are considered Mandated Reporters under the "California Child Abuse and Neglect Reporting Law". If the Independent Contract Instructor or their assistant has knowledge of or observes a child whom he or she suspects has been the victim of child abuse or neglect a report must be filed with Child Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical injury, suspected sexual abuse or exploitation, willful cruelty or unjustified punishment, unlawful corporal punishment, neglect (severe or general), or abuse in an Out-of-Home Care (e.g. daycare).

12.8.5. Mandated Reporting (Elder): Independent Contract Instructors and their assistants are considered Mandated Reporters under the "Elder Abuse and Dependent Adult Civil Protection Act". If the Independent Contract Instructor or their assistant has knowledge, reasonably suspects, those types of elder or dependent adult abuse have been inflicted upon an elder or dependent adult, or his or her emotional well-being is endangered in any other way, a report must be filed with Adult Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment, resulting in physical harm or mental suffering. The deprivation by a care custodian of goods or services that are necessary to avoid physical or mental harm is also considered a reportable offense.

12.8.6. Termination of Independent Contract Instructor Agreement: The City of South Pasadena reserves the right not to renew an Independent Contract Instructor's Agreement for any reason. Grounds for immediate termination of the Independent Contract Instructor Agreement may include, but are not limited to verbal and/or physical abuse, actions that may cause injury to another, and/or being under the influence of drugs or alcohol while teaching.

13. SPECIAL EVENT TICKET REFUND PROCESS

13.1. The Community Services Department hosts various special ticketed events for the community, including but not limited to: Breakfast with Santa and Eggstravaganza. All special event ticket sales are final. No refunds or exchanges will be granted for any fee-based Community Services Special Event.

FACILITY RENTALS

City of South Pasadena makes its facilities available to the public for activities and programs that meet the needs and interests of the community. The City has established rental fees and services to cover costs related to maintenance, utilities, supervision, and other costs. The Community Services Director may enter into ongoing user agreements with the review and approval of the City Manager.

14. CITY OWNED FACILITIES

War Memorial Building	435 Fair Oaks Avenue
Senior Center	1102 Oxley Street
Eddie Park House	2017 Edgewood Drive
Orange Grove Mid-Level	815 Mission Street
Garfield Park Youth House	625 ½ Stratford Avenue

14.1. The current cost for the rental of the following facilities is found in the Fee Schedule. The following guide provides the necessary framework for the use of the City-owned facilities. The Eddie Park House and the Garfield Park Youth House are not available for reservations on Sundays, unless approved by the Community Services Director.

14.2. Identification of Users: Any individual or group utilizing City facilities will be classified in one of the following priority groups. These classifications are necessary to establish: 1) priority of use, 2) applicability of fees, and 3) fees if applicable, based on the fee schedule.

14.2.1. City Uses: City Council, City Departments, City-sponsored Commissions or Committees, or City co-sponsored meetings/seminars/conferences.

- 14.2.2. Non-profits:** All designated non-profits. The Community Services Department will determine eligibility as a non-profit. On-going users will be assessed a fee per the Fee Schedule. All meetings must be open to the general public at no charge. If use is required on weekends or City-observed holidays, a fee may be charged for staff hours required to open, close and monitor facility. All events which are closed to the general public or for which there is any type of charge, either for admission or by donation, will be charged according to the current Fee Schedule. Such events would include fundraisers, award ceremonies and banquets.
- 14.2.3. Individuals:** Functions and activities which are not open to the general public and which are not profit-oriented.
- 14.2.4. Businesses:** All commercial and business uses.
- 14.3. Prime-Time:** Rental fees are listed for each facility based on weekday and prime-time uses. Prime-time is defined as Friday at 3:00 p.m. through Sunday at 9:00 p.m.
- 14.4. Rental Rates Include:** Use of available tables and chairs, as arranged through the Community Services Department at time of confirmation. The user may be required to enter into a Use Agreement with the City.
- 14.5.** A cleaning/security deposit is required for all and is not applied toward the rental fee. Deposits are paid at time of reservations and are refundable after the facility and/or equipment is found to be in satisfactory condition as determined by Community Services staff, and the facility is vacated by all guests, rental party, caterer, etc. at the scheduled reservation end time. Users are responsible for any and all damages to City property or for the loss of property. Repair, replacement, and cleaning costs are based on actual expenses and normal City overhead. Deposits are generally refunded within four to six weeks.
- 14.5.1. Overtime Fee:** Failure to vacate the facility will result in loss of the full deposit.
- 14.6.** General clean-up is the user's responsibility. The failure to meet and comply with the terms and conditions of the Use Agreement may result in the loss of the full deposit. All personal/rental items are to be removed from the facility, storage is not provided. Required deposits are noted on the Fee Schedule.
- 14.7.** The user shall obtain, and keep in full force, at user's expense, for the mutual benefit of City and user, insurance as determined by the City's current requirements. Certificates are subject to review and approval by the City.
- 14.8. Alcohol Requirements** (Alcohol is only allowed at the War Memorial Building and Senior Center). While the City of South Pasadena permits alcohol to be served at rented facilities, appropriate restraint must be used by both those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants.
- 14.8.1. Complimentary Alcohol Service:** Clients who will be serving complimentary liquor (i.e., hosted bar, wine service with meal) must provide insurance coverage as determined by the City's current requirements.
- 14.8.2. Selling Alcohol:** Any client who will be selling Alcohol (i.e., cash bar, dinner and drinks for a fee) is required to provide insurance as determined by the City's current requirements. A copy of the Alcoholic Beverage Control (ABC) License must be provided to the City within three (3) working days of the event. Any questions as to the need for and requirements of obtaining the appropriate ABC license(s) should be directed to the ABC.
- 14.8.3.** Alcohol may not be served or sold during set-up time or prior to the arrival of assigned staff. Service of any alcoholic beverages must end one hour before the time slated on the contract for the event to end.
- 14.8.4.** Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served and/or consumed by a minor, on City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative.

- 14.8.5.** Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds immediately adjacent to rented facility. All exceptions must receive prior approval of the Community Services Director.
- 14.8.6.** Additional staff is required at all events at which alcohol is served or sold. Cost of the additional staff is the responsibility of the user and is arranged through Community Services staff. Fees for additional staff are included on the Fee Schedule. If the South Pasadena Police Department is called out to an event, then the costs associated with the response may be charged to the user.
- 14.9.** Inspection and permits by the Fire Department to assure compliance with Public Assembly Regulations may be required at the user's expense. User representative must be present during such inspection. User will be billed directly by the Fire Department. Persons will not be permitted inside any facility in excess of the established capacity of that facility.
- 14.10.** No ongoing fee use shall be granted for a period exceeding six months to avoid a monopoly by any person(s) or organization(s). The Community Services Director may approve or disapprove any ongoing uses as appropriate.
- 14.11.** Community Services Department shall have the right to assign or reassign meeting rooms as appropriate, based on the nature of event, estimated number of participants, etc.
- 14.12.** Reservations may be revoked at any time whenever there has been a violation of approved contract and will result in loss of deposit and fees.
- 14.13.** City equipment shall not be removed from any facility.
- 14.14.** Smoking is prohibited in City facilities and in any unenclosed area within a distance of 25 feet from city-owned facilities, building and vehicles (SMPC Section 17.53-17.56).
- 14.15.** All established fees have been reviewed and approved by the City Council. Any exceptions or special requests not covered in this guide must be submitted in writing to the Community Services Director and approved by the City Manager.
- 14.16.** The rental reservation must be completed at least thirty (30) days in advance of reserved date. A reservation constitutes as an agreement between the User and the City of South Pasadena. Agreements will include, by reference, all terms and conditions. All applications must be signed by an authorized adult representative of the organization or private party.
- 14.17.** No reservation is confirmed until all fees, deposits, permits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the use date. If the contract as stated in this guide are not adhered to, any reservation may be cancelled immediately upon notice to the client. Fee(s) paid may not be refunded. Cancellation of a rental or changing of a confirmed date will result in a loss of security deposit. If facility can be rebooked with, a comparable rental (one equal or greater in size) then 75% of the client's deposit will be returned. Cancellation thirty (30) days or less prior to an event will result in the loss of any rental fees paid, in addition to the deposit.
- 14.18.** Decorations require prior approval by Community Services staff and must not damage the facility or City property. Hanging of items with tape, nails, or tacks on the walls of facilities is not permitted. No burning candles or fog/bubble/foam machines are allowed in City facilities. No tape will be allowed on wood floors.
- 14.19.** The City reserves the right to deny any application based on security concerns and/or safety concerns. Denial of applications may be made by the City of South Pasadena on the basis of the following reasons:
- 14.19.1.** The applicant previously used the facility and due to lack of cleaning or damage to the facility did not receive a full refund of their cleaning deposit.
 - 14.19.2.** Failure to pay all fees or balances on rentals
 - 14.19.3.** Unavailability of the facility.
 - 14.19.4.** Higher priority user is in need of facility.
- 14.20.** Events must end by 5:00 p.m. on Saturdays at the Garfield Youth House and Eddie Park House. Events at the Senior Center and War Memorial Building must end at 12:00 midnight. Any music

will terminate by 9:00 p.m. at the Senior Center and 11:00 p.m. at the War Memorial Building. Music and sound amplification will be monitored by City staff to ensure client is not disturbing the peace.

- 14.21.** Up to two (2) individual, nonprofit, or commercial reservations will be allowed at the Eddie Park House each month, outside of licensed facility use.
- 14.22.** When food is served as catered food, a licensed caterer may be required at City facilities. Exceptions to catered service must have prior approval from Community Services Director.
- 14.23.** Mobile food vending is permitted as long as vendor is in full compliance with the type of vending and the time, place and manner of vending from vehicles upon the street in order to promote public safety. (SPMC Section 19.49-1).
- 14.24.** The use or distribution Expanded Polystyrene (EPS) Disposable Food Service Ware, also known by its trademark name, Styrofoam, commonly used for single-use disposable food service ware such as cups, plates, trays, bowls, and hinged or lidded containers is prohibited. Any user or group utilizing City facilities assumes responsibility for preventing the utilization and/or distribution of EPS food service ware. If it is determined that disposable EPS food services ware was used, the security deposit will be forfeited (SPMC Section 16.42).
- 14.25.** The distribution of single-use plastic carryout bags is prohibited (SPMC Section 16.32).

Fee Schedule (Exhibit A)

COMMUNITY SERVICES		
	Description	AMT
CAMP MED FEES:		
6	Camp Med - Five Day Rate - 1st Child - Resident	\$169.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$157.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$189.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$178.00
10	Camp Med - Thanksgiving Week - 1st Child	\$104.00
11	Camp Med - Thanksgiving Week - Each Additional Child	\$99.00
12	Camp Med After School - Five Day Rate - 1st Child	\$101.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$96.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.30
FIELD AND OPEN SPACE RENTAL FEES:		
Garfield / Arroyo Park:		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$57.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00
17	Sport Fields - Resident (per hr.)	\$45.00
18	Sports Field - Non-Resident (per hr)	\$57.00
19	Gazebo Rental - Resident (4 hr block)	\$90.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$134.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$50.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$61.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$56.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks	\$56.00
OG Rec Center Rental Fees:		
25	Security Deposit	\$280.00
26	Non-Profit (per hr)	\$33.00
27	Resident (per hr)	\$33.00
28	Non-Resident (per hr)	\$45.00
29	Youth Groups - local (up to 2 hrs)	\$11.00
Eddie Park House Rental Fees:		
30	Security Deposit	\$280.00
31	Non-Profit (per hr)	\$101.00
32	Resident (per hr)	\$90.00
33	Non-Resident (per hr)	\$112.00
34	Event (4 hr block) Resident Only	\$169.00
35	Youth Groups - local (up to 2 hrs)	\$11.00
Garfield Youth House Rental Fees:		
36	Security Deposit	\$280.00
37	Non-Profit (per hr)	\$78.00
38	Resident (per hr)	\$68.00
39	Non-Resident (per hr)	\$112.00
40	Event (4 hr block) Resident Only	\$169.00
41	Youth Groups - local (up to 2 hrs)	\$11.00
War Memorial Rental Fees:		
42	Security Deposit	\$561.00
43	War Memorial -- Non-Profits (per hr)	\$124.00
44	War Memorial -- Resident (per hr)	\$112.00
45	War Memorial -- Non-Resident (per hr)	\$146.00

46	War Memorial -- Non-Profits -- Prime Time	\$197.00
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$185.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$219.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$96.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$84.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$112.00
52	War Memorial - Use of Kitchen (per event / use)	\$56.00
53	War Memorial - Use of Kitchen - Prime Time	\$169.00
Senior Center Rental Fees:		
54	Security Deposit	\$280.00
55	Main Room - Non-Profits (per hr)	\$101.00
56	Main Room - Resident (per hr)	\$90.00
57	Main Room - Non-Resident (per hr)	\$112.00
58	Conference Room -- Non- Profits (per hr)	\$33.00
59	Conference Room -- Resident / Local Business (per hr)	\$33.00
60	Conference Room -- Non-Resident (per hr)	\$45.00
61	Kitchen Use (per event / use)	\$56.00
Senior Center Programs:		
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.75
63	Hot Meals - Persons Under 55	\$5.00
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.00
65	Senior Center Membership - single person over 55	\$25.00
66	Senior Center Membership - couples Over 55	\$35.00
67	Computer Lab Printing	\$0.20
68	Leisure Classes - Seniors	Varies
69	Coffee	\$1.00
Dial-A-Ride Fees:		
70	Senior Resident (Registered) 55>	\$0.50
71	Disabled Resident (Registered)	\$0.50
72	Caregiver	\$0.00
73	MTA Bus Pass - Senior 62 & Over	\$10.00
74	MTA Bus Pass - Disabled Persons	\$10.00
Miscellaneous Fees:		
75	Breakfast with Santa Event	\$23.00
76	Spring Family Event - Presale	\$11.00
77	Spring Family Event - Day of Event	\$17.00
78	Booth Rental - All Facilities - per booth	\$56.00
79	Event -Vendor/Catering Booth - per vendor/ booth	\$112.00
80	Leisure Classes	Varies
81	Refund Processing Fee	\$21.00
82	Additional Staff (Cleanup and Supervision)	\$45.00
83	Additional Staff (Alcohol)	\$45.00