



Community Services Department Policies & Procedures

City of South Pasadena

**Parks, Recreation &
Community Facilities**

Adopted: January 17, 2018

Community Services Department Policies and Procedures

The Community Services Policies and Procedures Manual was developed by the Community Services Department and the City Manager's Office to guide the basic operations of leisure and recreational activities, park and facility use in the City of South Pasadena. The Parks and Recreation Commission (Commission) reviewed this Manual at its meeting of December 11, 1997, January 8, 1998, May 14, 1998, March 9, 2009, February 3, 2010, March 7, 2012, September 14, 2015, and December 11, 2017, and recommended approval to the City Council. The City Council adopted this latest policy Manual on January 17, 2018.

PARKS & RECREATION COMMISSION

The Commission is composed of five residents, appointed by the Mayor and ratified by the City Council. The Commission is to provide input on the leisure, recreational, social and cultural needs of the community of South Pasadena. The Commission was established by Ordinance No. 1454 with the primary purpose of gathering information, weighing public opinion, and examining issues in order to make recommendations to the City Council. The Commission meets on the second Monday of each month, in which the public is invited to attend.

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 policy direction through the City Manager to the Commission and City Council.

This Manual has been developed to provide necessary framework for the operations of the Department. The Community Services Department has the responsibility for the implementation of this Manual.

STATEMENT OF POLICY

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 its policies and procedures. 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 these procedures periodically and make recommendations for changes to the City Council, as needed.

ATHLETIC FIELD AND PARK POLICIES & PROCEDURES

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.
Community Garden	1028 Magnolia Street: a shared garden space with plots available for use pursuant to the Los Angeles Community Garden Council Agreement with the City of South Pasadena.
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.
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.
Eddie Park	2017 Edgewood Drive (at Chelten Way): an open grassy area, playground and Eddie Park House.
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 the Youth House.
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.
Orange Grove Park	815 Mission Street (at Orange Grove): 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.
War Memorial Park	435 Fair Oaks Avenue: formerly called Oak Lawn Park, home to the War Memorial Building. The grassy area is filled with large Sequoia and Oak trees.

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.

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

2. ATHLETIC FACILITIES - All 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 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 scheduled use. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks & Recreation 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 scheduled 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 POLICIES

- 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 a 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 PROCEDURES

- 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 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 Parks and Recreation 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 procedures.
- 5.4.** In order to streamline the approval process, the Parks and Recreation 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 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 Service 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 practice begins, 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.
- 5.5.7.** Requests for field improvements or new installations. (as specified on Use Form)
- 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 expenses 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.** Concessions Stands 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 occurring 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 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 Policy - 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 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 requests 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 & 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 Parks & Recreation Commission.
- 5.19. There will be no use of City athletic fields when facilities are unplayable due to rain or other conditions. The decision for use during or after rain or other event will be made by City staff. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring 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 Parks & Recreation 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 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 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 non-profit 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 RESERVATION POLICIES

The City of South Pasadena has four beautiful parks with covered picnic areas. The picnic areas are available for group reservations and use. The rental fee for each park is included on the attached Fee Schedule.

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 the 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-bookings are granted. Park cancellations requesting a refund will be given a 50% refund if the cancellation is made at least 7 days prior to the reservation. There is no penalty to re-book the park reservation to another date as long as it is re-booked 7 days prior to the reservation.

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

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. COMMERCIAL USE OF CITY PARKS

- 9.1.** The private commercial use of City parks for profit and private gain is prohibited. The Community Services Department may waive this policy if it is determined to be in the interest of the City and with the written approval of the City Manager.
- 9.2.** At the discretion of the Community Services Director, South Pasadena-based non-profit organizations may use City parks for activities and events to raise funds to support community service programs and activities in the City of South Pasadena.
- 9.3.** Requests must be submitted 90 days in advance of date of activity/event and will be considered through the City's Temporary Use Permit process with input from the Parks & Recreation Commission.

10. 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 by the Community Services Director on a case by case basis.

11. CARNIVAL DEVICES

- 11.1.** The following carnival devices are not allowed in any South Pasadena public park:
 - 11.1.1.** Dunk tanks, booths, or machines which generally consist of a large tank of water over which a seat is suspended.
 - 11.1.2.** Inflatable recreational structures including, without limitation, inflatable, interactive structures or equipment commonly used for jumping, bouncing, sliding, riding, or as an apparatus for sports and recreational activities.
 - 11.1.3.** Other similar temporary attractions including, without limitation, structures containing live animals; petting zoos; climbing walls; and slides.
- 11.2.** 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 & SENIOR CLASS POLICIES

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.

12. CLASS REGISTRATION POLICIES AND PROCEDURES

- 12.1.** 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.
 - 12.1.1.** Senior Division – Classes offered by the Senior Center are ongoing and offered monthly. Two fees are offered—monthly and walk-in.
- 12.2.** Participant Registration

and a 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 an activity without clearance or completion of this check.

13.1.1. 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.

13.2. 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.

13.2.1. 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.”

13.2.2. 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.

13.3. 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.

13.4. Compensation – Independent Contract Instructors establish the class fees required from each participant.

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

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

13.4.3. 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.

- 13.8.** 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 policies, procedures, and decisions. Independent Contract Instructors are to maintain a professional relationship with participants and parents or guardians of minor participants at all times.
- 13.8.1.** 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.
- 13.8.2.** 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.
- 13.8.3.** 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.
- 13.8.4.** 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).
- 13.8.5.** 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, or reasonably suspects, that 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.

- 13.8.6.** 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 which may cause injury to another, and/or being under the influence of drugs or alcohol while teaching.

14. SPECIAL EVENT REFUND POLICY

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

FACILITY RENTAL POLICIES

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.

15. 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 Stratford Ave

- 15.1.** The current cost for the rental of the following facilities is found in the Fee Schedule. The following policies and procedures provide for the use of the City-owned facilities. The Garfield Park Youth House and Eddie Park House are not available for reservations on Sundays.

- 15.2.** 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) what, if any, these fees will be.

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

15.2.2. Non-profits – All designated non-profits. The Community Services Department will determine eligibility as a non-profit. The Recreation Center, Council Chambers and portions of the Senior Center will be available free of charge to non-profits for occasional use of facilities. 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.

15.2.3. Individuals – Functions and activities which are not open to the general public and which are not profit-oriented.

15.2.4. Businesses – All commercial and business uses.

15.3. 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. to Saturday through 12 midnight.

15.4. Rental rates include: Use of available tables and chairs, as arranged through the Community Services Department at time of confirmation. Rental fees include one staff person to open and close the building and to provide facility assistance and general maintenance. The user may be required to enter into a Use Agreement with the City.

15.5. A cleaning/security deposit may be 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 3-5 weeks.

15.5.1. Overtime Fee – Use of the facilities in excess of the scheduled reservation time will be charged an overtime fee of 1.5 times the associated hourly fee for every half hour after the scheduled end time.

15.6. 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.

15.7. 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. If the client's insurance cannot meet City requirements, a one-day special events policy must be purchased through the City.

15.8. Alcohol Requirements (Alcohol is only allowed at the War Memorial Building & 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.

15.8.1. 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. If the client's insurance cannot meet this requirement, a one-day special events policy must

be purchased from the City. The insurance fee is based upon the type of event and number in attendance.

- 15.8.2. 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 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.
- 15.8.3.** 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.
- 15.8.4.** 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.
- 15.8.5.** 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.
- 15.8.6.** 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 attached 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.
- 15.9.** 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.
- 15.10.** No ongoing non-fee use shall be granted for a period exceeding three months to avoid a monopoly by any person(s) or organization(s). The Community Services Director may approve and disapprove any ongoing uses as appropriate.
- 15.11.** Community Services Department shall have the right to assign or reassign meeting rooms as appropriate, based on nature of event, estimated number of participants, etc.
- 15.12.** Reservations may be revoked at any time whenever there has been a violation of approved Policies and Procedures and will result in loss of deposit and fees.
- 15.13.** City equipment shall not be removed from any facility.
- 15.14.** Smoking is prohibited in City facilities (SPMC Section 17.56).

- 15.15.** All established fees have been reviewed and approved by the City Council. Any exceptions or special requests not covered by this policy must be submitted in writing to the Community Services Director and approved by the City Manager.
- 15.16.** The rental reservation must be completed at least thirty (30) days in advance of reserved date. A reservation constitutes 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 user organization or private party.
- 15.17.** 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 policies and procedures as stated in this Manual 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.
- 15.18.** 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.
- 15.19.** 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:
- 15.19.1.** 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.
 - 15.19.2.** Failure to pay all fees or balances on rentals as arranged with Community Services or the Finance Department of the City of South Pasadena.
 - 15.19.3.** Unavailability of the facility.
 - 15.19.4.** Higher priority user is in need of facility.
- 15.20.** 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.
- 15.21.** Up to two (2) individual, nonprofit, or commercial reservations will be allowed at the Eddie Park House each month, outside of licensed facility use.
- 15.22.** 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.

- 15.23.** 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).
- 15.24.** The distribution of single-use plastic carryout bags is prohibited (SPMC Section 16.32).