



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, OCTOBER 10, 2022 at 6:30 p.m.**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Community Services Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Community Services Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Community Services Commission may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website-
<https://us06web.zoom.us/j/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
- Via Zoom – **Webinar ID:** 857 8957 1231

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
Meeting ID: 857 8957 1231 Passcode: 980847 or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

Victoria Rocha, Chair

ROLL CALL

Victoria Rocha, Chair
Bryan Samuels, Vice-Chair
Lela Bissner, Commissioner
Kristine Kwong, Commissioner

Alberto Ocon, Commissioner
Karen Tamis, Commissioner
Gabriel Vogel, Commissioner

COUNCIL LIAISON: Councilmember Donovan

PUBLIC COMMENT GUIDELINES

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate by one of the following options:

Option 1:
Participate in-person at the City Council Chambers

Option 2:
Public Comment speakers have three minutes to address the Commission, however, the Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3:
Email public comment(s) to SPautsch@southpasadenaca.gov
Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 noon., on the day of the Commission meeting.

PLEASE NOTE: The Commission may adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment

ACTION/DISCUSSION

2. Minutes of the Parks and Recreation Commission Meeting of September 12, 2022

Recommendation

It is recommended that the Commission review and approve the September 12, 2022 Meeting Minutes.

3. Department Assessment Focus Group

A Focus Group will be provided by John Jones with Catalyst Consulting who is conducting the department assessment.

Recommendation

It is recommended that the Commission participate in a Department Assessment Focus group.

4. Guidelines for Community Services Department Events, Facilities, and Programs ManagementRecommendation

It is recommended that the Commission have a discussion and provide feedback.

5. Co-Sponsorship & Special Event PolicyRecommendation

It is recommended that the Commission have a discussion and provide feedback.

COMMUNICATIONS**6. City Council Liaison Communications****7. Staff Liaison Communications****8. Division Liaison Communications****9. Commissioner Communications****ADJOURNMENT****PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website, www.southpasadena.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available

in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **October 6, 2022**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

10/6/2022

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



Monday, September 12, 2022
Minutes of the Regular Meeting of the Community Services Commission

CALL TO ORDER

A Regular Meeting of the Community Services Commission was called to order by Commissioner Ocon on Monday, September 12, 2022, at 6:37 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

ROLL CALL

Present: Commissioner Victoria Rocha (arrived late), Alberto Ocon, Lela Bissner, Bryan Samuels, and Gabriel Vogel

Absent: Commissioner Kristine Kwang, Commissioner Karen Tamis (excused absence) and Councilmember Jack Donovan

City Staff: Community Services Director Sheila Pautsch
Community Services Deputy Director Lucy Hakobian
Community Services Supervisor Nathalie Wilcox
Management Analyst Israel Suarez
Program Specialist Jordan Bell

Council Liaison: Councilmember Jack Donovan (Absent)

PUBLIC COMMENT

Larry Abelson provided a comment on Measure L, extending the measure in support of the South Pasadena Public Library.

Public Comment was received via by Yvonne LaRose, a copy was provided to the Commission.

ACTION / DISCUSSION

Introduction of New Commissioners

New Commissioners Bissner, Samuels and Vogel introduced themselves, as well as a brief introduction from existing Commissioners Rocha and Ocon.

Minutes of the Parks and Recreation Commission Meeting of August 8, 2022

Motion by Commissioner Ocon to approve the August 8, 2022 meeting minutes, seconded by Commissioner Samuels. Motion carries 5-0 to approve the August 8, 2022 meeting minutes.

2022 Summer Events Update

Community Services Deputy Director Hakobian provided the 2022 summer events update.

2022 Summer Camp Med Program Update

Community Services Supervisor Wilcox provided the 2022 summer camp med program update.

Selection of Chair and Vice-Chair

Commissioner Ocon nominated Commissioner Rocha for Chair, seconded by Commissioner Samuels. Commissioner Rocha accepted the nomination, with no other nominations. Motion carries 5-0 to select Commissioner Rocha as Chair.

Chair Rocha nominated Commissioner Samuels for Vice-Chair, seconded by Commissioner Ocon. Commissioner Samuels accepted the nomination, with no other nominations. Motion carries 5-0 to select Commissioner Samuels as Vice-Chair.

COMMUNICATIONS

City Council Liaison Communications

No Council Liaison Communications.

Staff Liaison Communications

Community Services staff provided an update on the After-School Program, the City-wide Open House, and the department being almost fully staffed. Open House flyer was provided to the Commission.

Division Liaison Communications

Division staff provided information on the Teen Center resuming in October, upcoming aging fair on September 21 and flu shot clinic on September 28. Flyer on the upcoming Wiggle Waggle Walk was provided to the Commission.;

Commissioner Communications

None

ADJOURNMENT Meeting adjourned at 7:26 p.m.

Lucy Hakobian
Deputy Community Services Director

Victoria Rocha
Chair, Community Services Commission



Community Services Commission Agenda Report

ITEM NO. 4

DATE: October 10, 2022

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Lucy Hakobian, Community Services Deputy Director

SUBJECT: **Guidelines for Community Services Department Events, Facilities, and Programs Management**

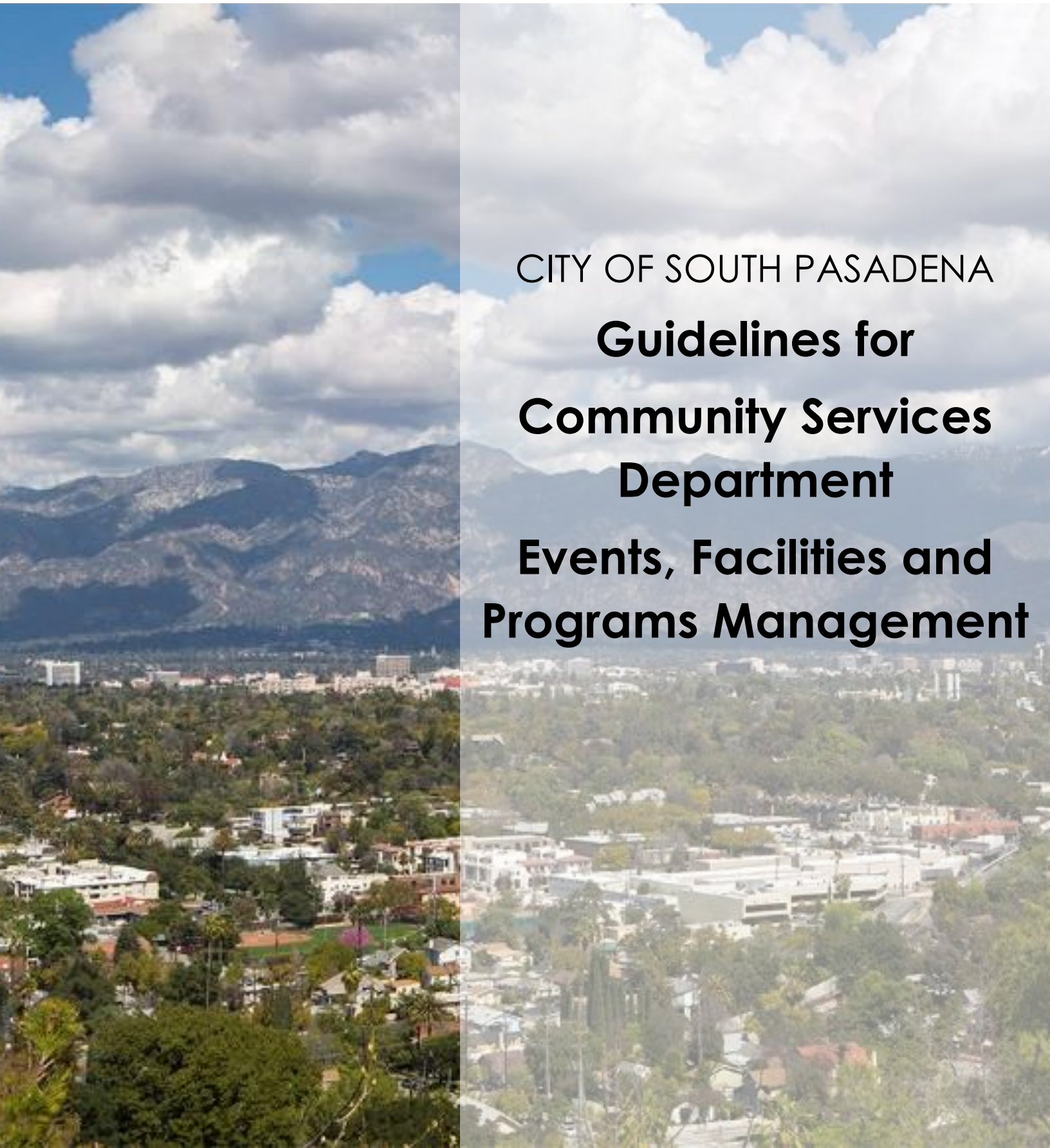
The previous “Community Services Department Policies & Procedures (Policies and Procedures)” was last reviewed by the former Parks and Recreation Commission at the January 10, 2022, meeting. Staff evaluated the effectiveness of the Policies and Procedures and developed a comprehensive document, Guidelines for Community Services Department Events, Facilities, and Program Management (Guidelines).

The Community Services Department coordinates the use of all City parks and community facilities available to organizations and the general public for leisure, recreational, social, and cultural activities and programs. The Guidelines were developed to provide the necessary framework for the operations and implementation by the Department.

Per staff recommendation, the South Pasadena Municipal Code Sections for campfires, barbecues, and mobile food vending were added to provide clarification to patrons. Registration processes and refunds, credits, and transfer policies were updated to assist patrons and independent contract instructors better. Facility rental information was updated, including available locations on Sundays, prime-time rentals, insurance requirements, overtime fees, ongoing rental uses, and decoration policy.

Additional changes included updating the Commission information, correcting the number of parks, the address for Garfield Youth House, processing time for refund requests, class cancellation notice, updating the special event ticket refund policy, and some grammatical errors.

Included in your packet is the draft Guideline.



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

TABLE OF CONTENTS

GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT	3
GENERAL STATEMENT	3
ATHLETIC FIELD AND PARK PROCESS	4
PARK AND PICNIC AREA RESERVATION PROCESS	8
RECREATION AND SENIOR CLASS PROCESS	9
FACILITY RENTAL PROCESS	12

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 former Parks and Recreation Commission (Commission) reviewed this guide at its meeting on October 10, 2022, and approved by the City Council 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 senior citizen and youth populations, 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 PARK PROCESS

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.
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. <ul style="list-style-type: none">• 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 (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 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 PROCESS

- 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 PROCESS

- 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 RESERVATION PROCESS

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 is prohibited in City parks and city facilities (SPMC Section 17.54)

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 CLASS PROCESS

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 RENTAL PROCESS

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).



Community Services Commission Agenda Report

ITEM NO. 5

DATE: October 10, 2022

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Lucy Hakobian, Community Services Deputy Director

SUBJECT: **Co-Sponsorship & Special Event Policy**

The Community Services Department (Department) receives requests from non-profit organizations and others requesting to co-sponsor various activities and waive temporary use permit fees or rental fees for the use of city facilities. The Department currently has a co-sponsorship policy which was approved by City Council on March 4, 2015.

Staff are in the process of revising the current co-sponsorship policy to include special events, including but not limited to: Encroachment Permit, Temporary Use Permit, Banner Permit, Block Party Permit, Fire Department Permit, Street Closure/Traffic Control Plan.

Included in your packet is the draft Co-Sponsorship & Special Event Policy.



CITY OF SOUTH PASADENA
**SPECIAL EVENT
APPLICATION,
PROCEDURES, AND
GUIDELINES POLICY**

TABLE OF CONTENTS

Table of Contents	2
Introduction	3
Process	4
Procedures	5
Approval Process	8
Terms and Conditions	10
Special Event Application	11
Application for Use of Facilities	15
Application for Open Space	20
Application for Use of Community Room	23
Field Use Request.....	28
Block Party Application	32
Encroachment/Street Use Permit	35
Street Banner Permit	38
Temporary Use Permit	40
Fire Department Permit	43

SPECIAL EVENT APPLICATION, PROCEDURES, AND GUIDELINES POLICY

INTRODUCTION

The City of South Pasadena (City) strives to provide South Pasadena non-profit groups to bring the community together to take place safely and successfully on its city streets and its parks. The Community Services Department processes applications for review by the appropriate departments and assists event organizer through the permitting process for events that happen with the City of South Pasadena. These special event opportunities provide nonprofit organizations, service clubs, and others a potential fee waiver for the use of City facilities and other relevant permits. Recognizing the value of collaborating with local organizations and the benefits to the community while still upholding its fiscal responsibilities, the City has established the following policy to direct if fees may be waived or co-sponsorship approved. Examples of these activities include public music performances, art exhibitions, cultural, service clubs, sporting, and school events.

Special Event

A special event is an activity open to the public taking place in a city park, street, or other city facilities. A private event that impedes the public right of way are also subject to a special event permit. A large private event taking place on city property depending on the nature of the event, may also require a special event permit.

Types of Special Events:

Concerts, fundraising events, parades, bicycle races, car shows, fairs, promotional events, community-oriented events, festival, and ceremonial programs. Parades, marches, assemblies, and demonstrations of 25 or more people that take place within City limits may be considered by the City of South Pasadena. (Please refer to the Procedures section).

Co-Sponsorship Event

A co-sponsorship event is defined as an event that is planned and conducted by a South Pasadena non-profit organization, with limited reliance on City resources. The City does not provide monetary funds for these co-sponsored events, but does provide for in-kind services in reserving and utilizing City-owned facilities. Cultural or educational events presented by the Library in partnership with other organizations or entities are not considered co-sponsored events as defined in this policy.

Types of Co-Sponsored Events:

South Pasadena Chinese American Club Lunar New Year, South Pasadena Educational Foundation (SPEF) Parti Gras, South Pasadena High School Booster Club Tiger Run, Vecinos de South Pasadena Day of the Dead (See Exhibit A).

Facility Usage:

Requests that include facility usage such as community meetings or events that take place on city-owned property include the following: [War Memorial Building](#) and [Oak Lawn Park](#), [Senior Center](#), [Eddie Park](#) and [House, Garfield Park](#) and [Youth House](#), [Orange Grove Park](#) and [Recreation Center](#), [Arroyo Park](#), [Arroyo Seco Golf Course](#), [Library Community Room](#), [Library Park](#), and [Skate Park](#).

Facility Usage Not Covered by this Policy:

Certain uses of City facilities by elected officials, other municipalities or governmental agencies, and professional organizations with which staff members are affiliated as part of their work responsibilities are not considered co-sponsored or special events, and are not covered by this policy.

PROCESS

Fees may be waived or reduced for special events or co-sponsored events by the City, and the program or event 1) is of significant value to the community or to a significant portion of its residents, and 2) is within the scope of services normally provided by the City.

Before recommending approval, the City Manager or his/her designee, will also consider factors including, but not limited to 1) benefit to the City, 2) proposed event location and time of day, and 3) impact on the surrounding neighborhood and 4) City staffing and City resources.

While individuals, organizations, agencies, and or community groups within South Pasadena may qualify for fee waivers or co-sponsorship based on meeting this Policy's criteria, the City does not guarantee all requests will be accommodated. The City will consider approval of co-sponsorship based on adequate staffing, availability, and resources. The City will also consider any possible conflicts of interest in making final determinations. The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City laws, and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately if the recipient agency or organization fails to comply with this Policy or any other local, state, or federal regulations.

Activities specifically prohibited from City co-sponsorship or waiver of fees include those that 1) advocate or promote to enhance private business, 2) held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position, or 3) solicit criminal activity. Religious organizations, companies, or groups may obtain fee waivers or co-sponsorship if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs and provides an expressed community benefit.

All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council periodically approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year-end.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena (proof of non-profit status is required if applicable).
2. All of the following criteria shall be demonstrated by the applicant:
 - a. Consistent with the City's economic, social, or recreational goals;
3. Open to the public, unless otherwise authorized by the City Council (or its designee);
 - a. Demonstrate community pride and involvement; and
 - b. Not have a religious or political purpose or advocate a political position.

Co-sponsorship may include a fee waiver or reduction for any of the following:

1. Use of a city facility;
2. Temporary Use permit;
3. Street Banner Permit;
4. Fire Department Permit;
5. Block Party Permit;
6. Encroachment permit; and/or
7. Street Closure and /or traffic control plan.

Co-sponsorship does not include the following:

1. Staff costs;
2. Refundable security deposit;
3. Outdoor use of any City equipment such as tables, chairs, stage, Public Address Systems, canopies; and
4. Insurance.

PROCEDURES

The Co-Sponsorship/Special Event Permit Application must be submitted by the nonprofit organizations when requesting the use of City streets, right-of-way, and other City properties. Please complete the required applications if applicable to your event. The request is made in writing, at least 6 months prior to the event (applications not submitted within that time frame may not be considered) and must include details of the event, including, but not limited to:

1. Co-Sponsorship & Special Event Application
2. Proof of nonprofit status 501(c)(3), South Pasadena based (if applicable)
3. Certificate of Insurance
4. Facility Use Application
5. Open Space Application
6. Community Room Application
7. Field Use Application
8. Block Party Application
9. Encroachment/Street Use Permit
10. Street Banner Permit
11. Temporary Use Permit (TUP)
12. Fire Department Permit
13. Alcohol Beverage Control Permit (ABC) if alcohol is sold at an event
14. Los Angeles County Health Department for food vendor permit requirement
15. Proof of South Pasadena Business License

City equipment and supplies will not be available for use or rent unless the facility that is being used houses these items such as tables and chairs. The following will not be used or rented for outdoor use: Audiovisual, Public Address System, tables, chairs, canopies, stage, or electrical outlets. Use of City vehicles for nonprofit organization use is prohibited.

Proposed street closure or traffic control plan, prepared and stamped by a registered engineer (if applicable); and any and all street closures related to events must be preapproved, via traffic control plans, by the Public Works Department. Moreover, no entity, under any circumstance, other than the City of South Pasadena may execute traffic control plans within City limits (TUP/Block Party Application). Proper insurance must accompany the Stamped Street Closure Plan for final approval.

Detailed description of any support needed from City staff, including Fire, Police, or Public Works. **NOTE: These costs will be the responsibility of the event organizers. Any hours designated for the set-up of approved nonprofit organization events, during regular business hours, will be at the expense of the nonprofit and must be approved by the City Manager or his/her designee. Any hours designated outside of regular business hours may incur overtime-staffing fees. City staff hourly rates are based on approved salary schedule ([Employee Salaries & Benefits](#)).**

Proof of Nonprofit Status

If applicable, Applicant must provide 501(c)(3) Status from the Department of Treasury Internal Revenue Services.

Certificate of Insurance

Applicant must provide proof of General Liability Insurance and Endorsements with the City named as additional insured as well as sign a hold harmless agreement will be required for each event. The insurance coverage required will be determined on a case-by-case basis between the City, nonprofit organization, and Insurance Advisor will depend largely on the requirement of street closures, serving of alcohol, event duration, type of event, size and necessary permits. City staff will coordinate with the applicant on obtaining proper insurance requirements and premiums, and may purchase through the City's insurance carrier.

Facility Use, Open Space, Field Use, and Community Room Applications

If applicable, applicant must submit a facility use application to use a city facility for event, an open space application to use a city park for event, a field use application to use a city field for event, and/or a Community Room application to use the Community Room for event.

Block Party Application

If applicable, applicant must submit an application for Block Party for any neighborhood street/block party. A signed petition of 80% of the residents affected by the closure indicating that they have read the requirements, and whether they are in favor or opposed to the block party must accompany the application.

Encroachment/Street User Permit

The City needs to assure safety and accessibility on all public property and right-of-ways, such as streets and sidewalks. Encroachment Permit is necessary in order for the applicant to be granted access for use of right of way. If applicable, the applicant must apply for an encroachment/street permit.

Street Banner Permit

If applicable, applicant must adhere to the following: Street Banners will be hung in accordance with the event which will average two to three weeks prior to the event. Location requests cannot be made as the banner will be hung where another banner is coming down. If the applicant chooses to request a banner location, the banner fee will not be waived. Banner specification requirements must be adhered to. All banners must be delivered to the Public Works Department at the City Yard located at 825 Mission Street (not City Hall) at least four weeks prior to the event and picked up one week after the event from the same location. No banners will be hung at either location on Fair Oaks Avenue between Thanksgiving and the New Year as City Holiday decorations will be placed in these two locations. Street Banners will only be approved for South Pasadena organizations.

Banner locations:

1. Fair Oaks Avenue at Grevelia Street
2. Fair Oaks Avenue at El Centro Street
3. Mission Street at Fremont Avenue
4. Mission Street at Meridian Avenue

Temporary Use Permits (TUP)

A temporary use permit allows for short-term activities on private property with appropriate regulations so that such uses will be compatible with surrounding areas. Temporary uses may include parking lot sales or events.

If applicable, applicant must adhere to the following:

1. A site plan and/or a set of plans for the proposed improvements or event. The site plan shall indicate the placement of the temporary use, existing building(s) on site, adjacent properties, property lines, boundary streets, and parking lot spaces.
2. A brief statement of reason for the permit, describing the nature of the event, date, time, set up times/clean up times, and type of activities to be held.
3. An event plan that identifies the proposed layout of the event. The event plan shall identify the location of any proposed vendors, tables, tents, stages, portable restrooms, generators, live music/DJ, event check-ins, etc.
4. A security plan that identifies proposed security for the event. If a security company is proposed to provide security, name of the security company, proposed guard post locations, number of guards, and emergency contact number must be provided.
5. A copy of liability insurance for each event occurrence with limits of no less than \$2,000,000 per occurrence. The City of South Pasadena shall be included as an additional insured.
6. If the applicant is not the property owner, a written and notarized acknowledgment from the property owner authorizing the use/event is required.
7. If alcohol is proposed, submit a copy of approval issued by the State Department of Alcohol Beverage Control (ABC).

Fire Department Permit

Fire Department Permit is for Public Assembly, Open Flames and Tents. If applicable, the applicant must submit an application to receive approval.

Alcohol Beverage Control Permit

The South Pasadena Municipal Code (SPMC) allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. In order to obtain an Alcohol Beverage Control (ABC) Permit call the California Department of Alcohol Beverage Control directly at (626) 927-1060. See City Staff for additional info on ABC requirements. 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, fees, and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in certain rented facilities (Senior Center, War Memorial Building and Library Community Room). Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.

Los Angeles County Health Department Food Permit

Approval from the Los Angeles County Health Department is required for food sales. Please contact the health department at (323) 362-1295 or visit www.publichealth.lacounty.gov. Must contact health department in advance for required permits and guidelines. The event organizer shall obtain copies of temporary food services licenses from food vendors prior to the event. In addition, all vendors selling food or products must have a South Pasadena business license. <https://southpasadena.hdlgov.com/>

Proof of South Pasadena Business

If applicable, a copy of a current business license must be submitted with application.

CITY MUNICIPAL CODE

City Policy Pertaining to Styrofoam and Plastic Carryout Bags

The City prohibits the use and sale of expanded polystyrene food services ware by food providers within South Pasadena and in City facilities, City-managed concessions, City sponsored or co-sponsored events, City permitted events and all franchisees, contractor and vendor doing business with the City (South Pasadena Ordinance No. 2305, SPMC Section 16.40-.46). The City prohibits the use or distribution of plastic carryout bags at any facility, at any event held on City property, or at any City sponsored event (South Pasadena Ordinance No. 2269, SPMC Section 16.31-.39).

Smoking and Vaping

The City prohibits smoking and vaping within City facilities, City-managed concessions, City sponsored or Co-Sponsored event, and City permitted events (South Pasadena Municipal Code-Chapter 17).

CO-SPONSORSHIP APPROVAL PROCESS

The following conditions apply once fee waiver and or co-sponsorship is approved:

1. Appropriate recognition of the City as co-sponsor of or contributor to the event or program will be included on all promotional materials and announced at all events and programs. The City Manager or his/her designee must approve promotional materials, the event/program schedule, and activities. If the City is not recognized for its contributions to the event/program, the organization could potentially lose future co-sponsorship opportunities with the City. For further clarification see the SPMC Chapter 2 Administration, Article I In General, Section 2.6-5 (Adoption of City Seal).
2. No fliers, posters, banners or signage can be placed, posted, or distributed on City parks, City facilities, on street pole or on sandwich boards throughout the city without the approval of the City Manager or his/her designee. Street Banner and encroachment permits fees are waived but must be obtained through the City. Street banner specifications must be adhered to. For further clarification see the SPMC Chapter 3 (Advertising).
3. All nonprofit organizations must complete an Application for Use of Facilities depending on the facility requested. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.
4. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Application for Use of Facilities by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four (4) to six (6) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.
5. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.
6. Secure necessary additional permits (vendor business license, County Health Department permits for food sales, and alcohol use permits, and other applicable permits).

The attached "Exhibit A" is a list of current co-sponsored organizations or City committees and events that are approved. If any new organizations request co-sponsorship by the City, that request will come to the City Council for approval. If an existing organization would like to amend their current request, that request will also be brought to City Council for approval.

This Policy and list of events and organizations will be approved annually by the City Council. This Policy is subject to interpretation. The City Council designates the City Manager or his/her designee in conjunction with the Department Director to interpret the Policy when items are not specifically addressed in the Policy.

Exhibit A

Co-Sponsored Nonprofit Organization and City Committees Events

South Pasadena Chamber of Commerce	Farmers' Market (Street Closure) Eclectic Music Festival (Banner) Art Crawl (Banner) Chamber Holiday Mixer	Every Thursday May 3 times a year December
South Pasadena Unified School District	Homecoming (Golf Course Facility) End of School Year Elementary School Picnics (Gazebo & Field) Lunar New Year Marengo Elementary (Park and Field)	October May January/February
South Pasadena High School Boosters	Booster Bash (Banner) Tiger Run/Walk (Street Closure and Banner)	September December
South Pasadena Chinese American Club	Chinese New Year (Banner & Facility) American Asian Pacific Islander (Facility & Banner) Moon Festival (Facility and Banner)	February May September
Vecinos de South Pasadena	Dia de los Muertos (Facility)	October
South Pasadena Educational Foundation	Color Festival (Street Closure and Banner) Parti Gras (Golf Course) Summer School (Banner) Fall Fundraiser (Banner)	March May or June October May
South Pasadena Kiwanis Club	Shred Day (Banner) 4 th of July Pancake Breakfast (Facility)	April July
South Pasadena Little League	Baseball and softball fields, storage and facilities for meetings (Facility & Banner)	February - December
American Youth Soccer Association	Soccer fields, storage, and facilities for meetings (Facility & Banner)	August - March
Holy Family Catholic School and Church	Field rental – flag football (Facility)	August - November
Boy Scouts	Troop meetings at various facilities	Year Round
Girl Scouts	Troop meetings at various facilities	Year Round
South Pasadena Beautiful	Garden Tour (Banner) Earth Day (Facility and Banner)	April
Rotary Club of South Pasadena	Taste of South Pasadena (Banner) Chili Cook Off (Facility)	April November
The Institute for the Redesign of Learning	Abilities Job Fair (Facility and Banner) 5K (Facility and Banner)	October April
Friends of the South Pasadena Public Library	Restoration Concert Series, cultural and educational events, and meeting space (facility use)	Year Round
Oneonta Men's Club	Monthly men's club meeting (Facility and storage)	10 meetings per year
Dads Uniting Dads in Education and Service (DUDES)	Poker Tournament (Facility)	April

City Committee Events

South Pasadena Tournament of Roses Committee	Spring Event (Facility) Fall Event (Facility) Classic Car Show (Street Closure & Banner) Float Building and Storage Crunch Time Party (Facility)	April September September Year around December
--	--	--

CO-SPONSORSHIP TERMS AND CONDITIONS

Permittee must supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than A: VII. Such insurance must provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance must be in the minimum amount of \$2,000,000.00 combined single limit, and must name the City of South Pasadena, the City's officers, and employees as additional insured under the coverage afforded. Such insurance must be primary and noncontributing with respect to any other insurance available to the city and must include a severability of interest (cross-liability) clause. If alcoholic beverages are sold or served at the event, the policy must also include an endorsement for liquor liability in an amount not less than \$2,000,000. A copy of the policy or a certificate of insurance along with an endorsement page must be filed with City at least thirty (30) business days before the scheduled event. Based on the event type, the City may request a higher limit amount, and should be furnished as such.

Permittee indemnifies, will defend (at City's request and with counsel satisfactory to City), and holds City harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of City's passive negligence, if any) in connection with this Permit. For purposes of this section "City" includes the City of South Pasadena elected and appointed officials, officers, and employees.

The permittee will attempt to notify all affected persons, by any reasonable means, regarding the event's nature, date, and time as specified by the director. Failure of the permittee to give such notice will not invalidate a permit.

It is unlawful to physically obstruct, impede, hamper or otherwise interfere with any event authorized by a permit or with any person, animal or vehicle participating or used in such event.

It is unlawful to drive a vehicle between vehicles or persons traversing the route of a parade or athletic event authorized by a permit when such vehicles or persons are in motion.

It is unlawful to park along or within any portion of the route or site of an event authorized by a permit, when the route or site had been posted as a no-parking zone by the director in the manner authorized by this chapter.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant is required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing must not apply if the Permittee prevails on every issue in the enforcement proceeding.

I, the undersigned, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief; that I have read and understand the agreements, rules and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the City Council, the City Manager or his/her designee.

Signature of Authorized Representative: X Date: _____

Printed Name: _____ Title: _____



CO-SPONSORSHIP & SPECIAL EVENT APPLICATION

This application must be submitted for any co-sponsored or special event held on City property and/or requiring City services. All co-sponsorships and special events are subject to approval by the City of South Pasadena and/or City Council. The action to approve an event will state conditions which must be met for the event to be held. Application must be submitted 6 months prior to event date.

CO-SPONSORSHIP & SPECIAL EVENT CRITERIA CHECKLIST

All applications in consideration must meet the following criteria:

- Applicant must show proof of 501(c)3 non-profit status.
- Applicant must be based in the City of South Pasadena.
- Applicant's event must be open to all South Pasadena residents.
- Applicant's event must be a benefit to the South Pasadena community.
- Applicant must complete a Co-Sponsorship & Special Events Application and any supporting documentation.
- Co-Sponsorship & Special Events Application must be submitted to the Community Services Department.

Please fill in the information below and answer all areas as thoroughly as possible. If the information does not pertain to your event, indicate *not applicable (N/A)*.

EVENT INFORMATION

Name of Event:			
Type of Event:			
Date of Event:	<input type="checkbox"/> New Event	<input type="checkbox"/> Returning Event; # of years offered:	
Proposed Set-Up Time:		Proposed Clean-Up Time:	
Proposed Start Time:		Proposed End Time:	
Requested Location(s):			

ORGANIZATION CONTACT INFORMATION

Organization Name:			
Contact Person Name:			
Street Address:		City:	Zip Code:
Day Phone:		Evening Phone:	Cell Phone:
Email:			
Alternate Contact Name:		Phone:	

ADDITIONAL INFORMATION

Who is the target audience for the activity?			
Estimated Attendance:			
Will any fees be associated with the event?	<input type="checkbox"/> Yes	If so, what fees will be charged?	<input type="checkbox"/> No
Will fees be collected at the event?	<input type="checkbox"/> Yes	Who will the proceeds benefit?	<input type="checkbox"/> No
Will alcohol be served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No

ALCOHOL: City Ordinance allows liquor on premises under special conditions. If allowed, the organization is required to obtain an ABC permit by calling the Department of Alcohol Beverage Control.

FACILITY & PARK USE

If requesting to use a park site or facility, please indicate the location:

Park:	<input type="checkbox"/> Arroyo Park*	<input type="checkbox"/> Eddie Park*	<input type="checkbox"/> Garfield Park*	<input type="checkbox"/> Orange Grove Park*
	<input type="checkbox"/> Library Park*	<input type="checkbox"/> Oak Lawn Park*	<input type="checkbox"/> Skate Park*	<input type="checkbox"/> Arroyo Seco Golf Course*
Facility:	<input type="checkbox"/> Eddie Park House**	<input type="checkbox"/> Garfield Youth House**	<input type="checkbox"/> Senior Center**	<input type="checkbox"/> War Memorial Building**
	<input type="checkbox"/> Community Room*** <i>Please review Community Room Policy.</i>			

If not using any park or facility listed, please indicate the specific area of use:

***PARK USE:** If applicable, please include a completed Application for Use of Open Space.
****FACILITY USE:** If applicable, please include a completed Application for Use of Facilities.
*****FACILITY USE:** If applicable, please include a completed Application for Use of Library Community Room.

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and heads.

Are you requesting that vehicles be permitted to drive or park on public park grounds? Yes No

If yes, please attached a copy of valid CA Driver License and proof of Auto Insurance.

If yes, please indicate the type(s) of vehicles and the locations and times they would be driven or parked:

PORTABLE RESTROOMS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and heads.

Will additional portable restrooms be brought to the event site? Yes No

If yes, please indicate the Company Name and information below:

Company Name:		Phone Number:	
# of Restrooms:		# of ADA Restrooms:	

ASSEMBLIES, DEMONSTRATIONS, MARCHES, AND/OR PARADES

Will your event feature an assembly, demonstration, march, and/or parade?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the assembly, demonstration, march, and/or parade be mobile or stationary?	<input type="checkbox"/> Mobile	<input type="checkbox"/> Stationary
If mobile, please indicate the route:		
Please identify the cause for the assembly, demonstration, march, and/or parade:		
Will the event feature music and/or sound amplification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EVENT SITE

A map of the event site is **REQUIRED** and should indicate event layout with recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below or attached your map to the application.

TEMPORARY USE PERMIT: *If applicable, please include a completed Temporary Use Permit Application.*

ENCROACHMENT & STREET USE

Are you requesting any public streets to be closed for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, identify the streets/blocks and indicate the times the closure is requested:		
Start Time:		End Time:
Location:		
Description:		
Will your event require bins and roll-off containers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: *The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal, as such if your event requires the use of a container you MUST use Athens Services.*

ENCROACHMENT & STREET USE: *If applicable, please include a completed Encroachment & Street Use Permit.*

STREET BANNERS

Are you requesting the use of a street banner for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

NOTE: *The City of South Pasadena MUST review street banners prior to printing to ensure compliance with City branding guidelines.*

STREET BANNERS: *If applicable, please review Banner Specifications and include a completed Banner Permit Application.*

TEMPORARY USE PERMIT

Does your event require a Temporary Use Permit?

Yes

No

NOTE: Events that may require a Temporary Use Permit include, but are not limited to, parking lot sales, sidewalk sales, special events such as fairs and art and craft exhibits, and temporary structures.

TEMPORARY USE PERMIT: If applicable, please include a completed Temporary Use Permit Application.

FIRE DEPARTMENT PERMIT

Will your event use canopies, EZ-ups, or any large tents?

Yes

No

If yes, please indicate the number of canopies/EZ-ups (10'x10' or smaller):

If yes, please indicate the number of large tents (larger than 10'x10'):

FIRE DEPARTMENT PERMIT: If applicable, please include a completed South Pasadena Fire Department Permit.

FOOD & OTHER VENDORS

Food vendors must contact Los Angeles County Public Health Department in advance of their event for required permits and guidelines. The event shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food or other products must have a City of South Pasadena Business License.

Will food be served at the event?

Yes

No

If yes, the food is:

Provided Free

Cooked or Prepared On-Site

Cooked on an Open Flame* (Barbeque)

Available for Purchase

If available for purchase, is the event:

For Profit

Non-Profit

Please provide a menu of the food your event will be serving:

Are you requesting approval to offer other items for sale at the event?

Yes

No

If yes, please indicate the items for sale:

***FIRE DEPARTMENT PERMIT:** If applicable, please include a completed South Pasadena Fire Department Permit.

BUSINESS LICENSE

Do you possess a City of South Pasadena Business License?

Yes

No

NOTE: All persons or companies conducting business within the City limits of South Pasadena are required to obtain a city business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, etc.

TEMPORARY USE PERMIT: If applicable, please include a completed Temporary Use Permit Application.

PLEASE NOTE: All applicants will be notified by the Community Services Department regarding the status of the application upon the conclusion or the review period by City Departments.

Applicant Signature:

X

Date:

Applicant's Name:

Title:

**ADDITIONAL DOCUMENT:
APPLICATION FOR USE OF FACILITIES**



Recreation Division
 815 Mission St., South Pasadena, CA 91030
 Phone: (626) 403-7380
 Email: recreation@southpasadenaca.gov

APPLICATION FOR USE OF FACILITIES

The rental reservation must be completed at least thirty (30) days in advance of the requested date. No reservation is confirmed until all fees, deposits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the requested use date. This application must be signed by an authorized adult representative of user organization or private party.

CONTACT INFORMATION					
<input type="checkbox"/> Nonprofit – 501(c)(3)		<input type="checkbox"/> Resident / Local Business		<input type="checkbox"/> Non-Resident	
Responsible Person:			Organization/Business:		
Address:			Cell Phone:		Alt. Phone (home/office):
City:		Zip:		Email:	

FACILITY / DATE & TIME					
<input type="checkbox"/> War Memorial Building 435 Fair Oaks Avenue	<input type="checkbox"/> Garfield Park Youth House* 625 Stratford Avenue	<input type="checkbox"/> Orange Grove Mid Level 815 Mission Street			
<input type="checkbox"/> Senior Center 1102 Oxley Street	<input type="checkbox"/> Eddie Park House* 2017 Edgewood Drive	*Supplementary application required			
Day of Week:		Month:		Date:	
Reserved time must include all setup and cleanup, which is the reservation holder's responsibility.				Start Time:	End Time:

EVENT INFORMATION			
Purpose of Use:		Approx. Attendance:	
Alcohol Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Main Room	<input type="checkbox"/> Lobby/Foyer
If serving alcohol, Alcohol Start Time:		<input type="checkbox"/> Kitchen	<input type="checkbox"/> Conference Room
		<input type="checkbox"/> Other _____	

OFFICE USE ONLY			
Approved by: _____	Date: _____	<input type="checkbox"/> Coordinator	<input type="checkbox"/> Supervisor <input type="checkbox"/> Director
Assigned Staff: _____	2 nd Staff (if applicable): _____		
Sportsman: _____	Insurance: _____	Deposit Refunded: _____	
Notes: _____			

PAYMENT

DEPOSIT

Due with application. Deposit refund will be issued as a check, and arrive via mail, 4 to 6 weeks after the event. Deposit Refund Check Pay To (if different from contact information on page 1):

Name: _____

Address: _____

City, State, Zip: _____

Deposit \$ _____

RENTAL FEES

Fees are charged based on the fee schedule in effect for the date of use. Fees in effect on the application date are subject to change on July 1st of each calendar year and the user will be charged any difference between the fee in effect on the application date and the fee in effect on the use date.

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a 0.025% credit card fee per transaction) or checks for payment.

Table with 5 rows: Building Rental Fee, Fee, City Staff Fee, 2nd City Staff Fee, Kitchen Use Fee, Insurance Fee. Each row includes a dollar amount, 'per hour', a multiplication sign, 'hours', an equals sign, and a dollar amount.

Rental Fees Total \$ _____

HOLD HARMLESS / INSURANCE / AGREEMENT TO PAY:

To the full extent permitted by law, the undersigned agrees that they shall indemnify, defend, and hold harmless the City of South Pasadena its officials, employees and agents, from all claims, suits, actions, arbitration proceedings, administrative proceedings, loss, damage, injury, and liability that occurs in or on the grounds of the facility during the applicant's occupation and/ or use of that property, including the active or passive negligence of the City of South Pasadena or any other participants in the rental.

FURTHER, THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO USE THE AFOREMENTIONED FACILITY AND CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN OR IN CONNECTION HERewith IS TRUE, CORRECT, AND COMPLETE:

Applicant Signature: X

OFFICE USE ONLY

Deposit Paid: \$ _____ Date: _____

Cash Check Credit Card Receipt # _____ Till # _____ Initials _____

Balance Paid: \$ _____ Date: _____

Cash Check Credit Card Receipt # _____ Till # _____ Initials _____

SUMMARY OF REGULATIONS GOVERNING THE RENTAL OF CITY FACILITIES

Full information found in [Community Services Department Policies and Procedures](#) document.

1. The Director, or designee, may grant the use of the facilities in conformity with the law governing the public use of such City of South Pasadena ("City") property.
 - a. Smoking is prohibited in compliance with City Code (SPMC 17.54, 17.56, 17.57).
 - b. The distribution or selling of prepared food in any disposable food service ware made of expanded polystyrene (i.e. Styrofoam) and the distribution of single-use plastic carryout bags is prohibited. Failure to comply with and enforce this ordinance is grounds for forfeiting the deposit (SPMS 16.32, 16.42)
2. Misuse of the premises or its contents and/or disregard of this policy shall be grounds or cancellation of facility usage privileges. Users are responsible for any and all damages to City property or for the loss of property.
3. The City reserves the right to revoke any permit if it should develop later that the same has been obtained through misrepresentation if it is contrary to the rules and regulations of the Community Services Department, or for any other reasons that such action may be deemed advisable for the best interest of the City.
4. An authorized adult representative of either a user organization or private party must sign all applications. The application, when approved by the Director, or designee, shall constitute a contract between the User and the City. Such contract must be in harmony with the schedule and regulations pertaining to the rental of City facilities.
5. All payment of rental fees under these regulations shall be made payable to the City of South Pasadena, thirty (30) days in advance of the use of the facility. Cancellation of a rental or changing of a confirmed date may result in loss of security deposit. If facility can be rebooked with a comparable rate (one equal or greater 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 the deposit and any rental fees paid.
6. Reservations may not exceed 12:00 Midnight at the War Memorial Building & Senior Center; and 5:00 p.m. at the Garfield Park Youth House & Eddie Park House. Music and sound amplification must terminate by 9:00 p.m. at the Senior Center; and 11:00 p.m. at the War Memorial Building.
7. City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. If required, obtain an ABC permit by calling the Department of Alcohol Beverage Control at (626) 256-3241. Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this ordinance is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time slated on the contract for the event to end. Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.
8. Renter will be responsible to pay actual salary rate for one staff person to be on premises during the facility rental, or two staff persons if alcohol is being served. Staff will remain on premises until the user group has completely vacated the premises at the end of the facility rental.
9. The Director, or designee, must approve any and all decorations, which must not damage the facility or City property. No nails are to be used. All decorations must be flame resistant. No candles permitted. Fireplace (where applicable) cannot be used under any circumstances. Fog machines are not permitted.
10. At all gatherings of young people, two or more responsible adults must be present at all times. Renter is responsible to supervise children at all times. It is not permitted to climb on City property such as the War Memorial Building cannon or the facility sign.
11. Persons will not be permitted inside any facility in excess of the established occupancy capacity of said facility.
12. No equipment of any type is to be removed from the building.
13. Setup and cleanup are the responsibility of the applicant. Facilities must be left in a satisfactory and clean condition, as determined by Community Services staff, to receive a deposit refund. This includes use of the kitchen and all appliances. If appliances that are used are not cleaned up, deposit will not be refunded. It is recommended that cleanup begin one (1) hour before the scheduled reservation end time.
14. The facility must be vacated, no later than the scheduled end time, as stated in the contract. All doors must be locked, all windows closed, and all lights turned off. If the reservation exceeds the time allotted, a facility overtime fee (equal to 1.5 times the hourly rate AND staff fees) will be deducted from the deposit.
15. Renter is responsible for conducting a walk-through of the facility with staff, prior to vacating the facility. The City Facility Cleanup/Closure Checklist must be signed by the renter at the end of the event after the walk-through is completed. If, due to the fault of the renter, the walk-through does not occur, the renter waives the right to dispute any decision made by the Community Services staff regarding the final condition of the building and any deposit withheld.
16. Community Services staff are instructed to contact the South Pasadena Police Department (626-403-7297) if any problems arise.

The undersigned has read and understands the Facility Rental Policy as outlined above and within the Community Services Department Policies and Procedures document, and agrees to comply with all laws, policies, rules and regulations of the City of South Pasadena pertaining to the use of City facilities.

Applicant Signature: X

Date: _____

TO BE COMPLETED ON THE DAY OF THE RESERVATION



**City of South Pasadena
CITY FACILITY CLEANUP/CLOSURE CHECKLIST**

Please allow sufficient time prior to vacating the building to conduct a walkthrough with a staff member. If, due to the fault of the renter, the walkthrough does not occur, the renter waives the right to dispute any decision made by Community Services staff regarding the final condition of the building. Community Services staff will review this list prior to the approval of a deposit refund.

Responsible Person:				Organization/Business:			
Facility:				Date:			
Actual Start Time:				Actual End Time:			
				Staff Name:			

- | | |
|------------------|--|
| Restroom | <input type="checkbox"/> Free of paper on the floor and sink, no clogs |
| Main Room | <input type="checkbox"/> Tables and chairs are put back in their original place |
| | <input type="checkbox"/> Floor is free of paper, debris, and food |
| | <input type="checkbox"/> Spills have been mopped up |
| | <input type="checkbox"/> Anything around the facility is picked up |
| Kitchen | <input type="checkbox"/> All kitchen appliances are cleaned up after usage including oven/stove, refrigerator, freezer, sinks, warming ovens, etc. |
| | <input type="checkbox"/> All garbage bags are tied and put in trash enclosure outside of the facility |
| | <input type="checkbox"/> All food must be thrown in trash not in the sinks. |
| General | <input type="checkbox"/> Tables and chairs, etc. are lifted not dragged across the floor. |
| Exterior | <input type="checkbox"/> Everything is picked up and placed in trash can. |

Comments

Report any damage/incidents that occurred during event. If more space is needed, use the back of this sheet.

Staff Signature: X

Signature of Responsible Renter acknowledging and accepting the information on this checklist: X


Staff is instructed to contact the South Pasadena Police Department if any problems arise:
Non-emergency: 626-403-7297 | **Emergency:** 911

**ADDITIONAL DOCUMENT:
APPLICATION FOR USE OF OPEN SPACE**

APPLICATION FOR USE OF OPEN SPACE

The open space reservation must be completed at least six (6) months in advance of the requested date. No reservation is confirmed until all fees, deposits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the requested use date. This application must be signed by an authorized adult representative of user organization or private party.

CONTACT INFORMATION					
<input type="checkbox"/> Nonprofit – 501(c)(3)		<input type="checkbox"/> Resident / Local Business		<input type="checkbox"/> Non-Resident	
Responsible Person:			Organization/Business:		
Address:		Cell Phone:		Alt. Phone (home/office):	
City:	Zip:	Email:			

FACILITY / DATE & TIME					
<input type="checkbox"/> Arroyo Park 614 Stoney Drive	<input type="checkbox"/> Arroyo Seco Golf Course 1055 Lohman Lane	<input type="checkbox"/> Eddie Park 2017 Edgewood Drive			
<input type="checkbox"/> Garfield Park 1000 Park Avenue	<input type="checkbox"/> Orange Grove Park 815 Mission Street	<input type="checkbox"/> Skatepark 660 Stoney Drive			
<input type="checkbox"/> Library Park 1100 Oxley Street	<input type="checkbox"/> Trails	<input type="checkbox"/> Other (Please specify)			
Day of Week:	Month:	Date:	Year:		
Reserved time must include all setup and cleanup, which is the reservation holder's responsibility.				Start Time:	End Time:

EVENT INFORMATION					
Type of Activity:					
Estimated Attendance:					
Will you require or request an admission fee/donation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a credit card fee per transaction) or checks for payment.
Is the activity open to the public?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will food be sold?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

FEES	
HOURS PER DAY	

x

TOTAL DAYS	
	+
OPEN SPACE USE FEES (\$)	
	=
OPEN SPACE USE SUBTOTAL (\$)	
TOTAL DUE (\$)	

AGREEMENT

1. No Bouncers/Jumpers allowed at South Pasadena Parks.
2. No livestock allowed.
3. No personal vehicles on any park for loading or unloading.
4. No alcohol, smoking, or amplified music.

I, _____, agree to comply with the following rules when renting open space:

- I will clean up after myself.
- I will respect the reservations before or after me.
- I will clean up and leave the area within my allotted time slot.
- If I have an afternoon reservation, I will not arrive or set up prior to my start time.

Reservation is subject to the approval of the Community Services Department on a first-come, first-served basis. A refundable cleanup deposit of \$50 may be required for groups of over 50 people who make a reservation. All groups using City picnic areas are responsible for all necessary cleanup following their use.

Cancellation Policy: Cancellations requested at least 7 days prior to the reservation will receive a 50% refund in the form of a check, mailed to the address above. No refund if cancelled within 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 at least 7 days prior to the reservation.

Reservation is not finalized until signed application is returned to the Recreation Office. Cancellation Policy applies once payment has been made.

By signing below, I understand that if I do not abide by these rules, it is at the City's discretion to prevent me from renting in the future.

HOLD HARMLESS / INSURANCE / AGREEMENT TO PAY:

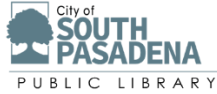
To the full extent permitted by law, the undersigned agrees that they shall indemnify, defend, and hold harmless the City of South Pasadena its officials, employees and agents, from all claims, suits, actions, arbitration proceedings, administrative proceedings, loss, damage, injury, and liability that occurs in or on the grounds of the facility during the applicant's occupation and/ or use of that property, including the active or passive negligence of the City of South Pasadena or any other participants in the rental. Attached to this application form, the applicant shall furnish to the City, appropriate certificates of public liability and property damage insurance as determined by the City's current requirements, naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the aforementioned facilities or any portion thereof. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City. The undersigned additionally guarantees to the payment of all charges named in this permit and to pay the City of South Pasadena for damage done to the property as the result of use of same.

FURTHER, THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO USE THE AFOREMENTIONED FACILITY AND CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN OR IN CONNECTION HERewith IS TRUE, CORRECT, AND COMPLETE:

Applicant Signature: _____ **X** _____ **Date:** _____

OFFICE USE ONLY	
Balance Paid: \$ _____	Date: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Receipt # _____ Till # _____ Initials _____

**ADDITIONAL DOCUMENT:
APPLICATION FOR USE OF COMMUNITY ROOM**



South Pasadena Public Library
 1100 Oxley St., South Pasadena, CA 91030
 Phone: (626) 403-7330 | Fax: (626) 403-7331
 Email: library@southpasadenaca.gov

APPLICATION FOR USE OF COMMUNITY ROOM

CONTACT INFORMATION

<input type="checkbox"/> Nonprofit – 501(c)(3)			<input type="checkbox"/> Resident / Local Business			<input type="checkbox"/> Non-Resident		
Booking Contact:			Organization/Business:					
Address:			Cell Phone:			Alt. Phone (home/office):		
City:		Zip:		Email:				
On-Site Day of Event Contact (if different from Booking Contact):						Phone:		

EVENT INFORMATION

Rental Date:		Day:							
Reserved time must include all setup and cleanup, which is the reservation holder's responsibility.				»»»		Start Time:		End Time:	
Type of Event:				Approx. Attendance:					
Equipment / Furniture Requested									
<input type="checkbox"/> Audiovisual System (\$67.00)			<input type="checkbox"/> Wired Microphone			<input type="checkbox"/> Baldwin Piano (\$40.00)			
<input type="checkbox"/> Chairs (Qty: _____)			<input type="checkbox"/> 6' Folding Tables (Qty: _____)						
<i>Arrangement of furniture, set-up, and clean-up is the responsibility of the applicant.</i>									
Event Details									
<input type="checkbox"/> Theater		<input type="checkbox"/> Classroom		<input type="checkbox"/> Banquet		<input type="checkbox"/> Serving Alcohol		<input type="checkbox"/> Serving Food/Other Beverages	

HOLD HARMLESS / INSURANCE / AGREEMENT TO PAY:

Attached to this application form, the applicant shall furnish to the City, appropriate certificates of public liability and property damage insurance as determined by the City's current requirements, naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the aforementioned facilities or any portion thereof. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City. The undersigned agrees that they shall indemnify, defend, and hold the City of South Pasadena harmless from all claims, loss, damage, injury, and liability that occurs in or on the grounds of the facility during the applicant's occupation and/or use of the property. The undersigned additionally guarantees to the payment of all charges named in this permit and to pay the City of South Pasadena for damage done to the property as the result of use of same.

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO USE THE AFOREMENTIONED FACILITY AND CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN OR IN CONNECTION HERewith IS TRUE, CORRECT, AND COMPLETE:

Applicant Signature: X

FEES

Fees charged based on the fee schedule in effect for the date of use. Fees in effect on the application date are subject to change on July 1st of each calendar year and the user will be charged any difference between the fee in effect on the application date and the fee in effect on the use date.

This section to be completed by Library staff

Rental Date: _____ Day: _____

Event Start Time: _____ End Time: _____

Booking Contact: _____

Prime time rates are in effect Friday 4:00 p.m. through Sunday 10:00 p.m.
All rentals require a 2 hour minimum.

Community Room Rental Fee Category:

Rental Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
City Staff Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
Audiovisual System				=	\$ _____
Baldwin Piano	\$ _____ per hour	×	_____ hours	=	\$ _____
General Liability Insurance	\$ _____ per hour	×	_____ hours	=	\$ _____

TOTAL FEES (due 14 days prior to event date): \$ _____

DEPOSIT (due with application/reservation): \$ _____

Please return completed and signed application to Sean Faye:

Email: sfaye@southpasadenaca.gov

Mail: South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030

Fax: (626) 403-7331

OFFICE USE ONLY

Approved: _____ **Date:** _____

Staff Assigned: _____

Insurance received/verified. Entered in Calendar

Fee Paid: \$ _____ **Date:** _____

Deposit Paid: \$ _____ **Date:** _____ **Amt. Refunded:** \$ _____ **Date:** _____

Notes:

SUMMARY OF REGULATIONS GOVERNING THE RENTAL OF CITY FACILITIES

Full information found in Library Community Room Policy.

17. The Director, or designee, may grant the use of the facilities in conformity with the law governing the public use of such City of South Pasadena ("City") property.
 - c. Smoking is prohibited in compliance with City Code (SPMC 17.54, 17.56, 17.57).
 - d. The distribution or selling of prepared food in any disposable food service ware made of expanded polystyrene (i.e. Styrofoam) and the distribution of single-use plastic carryout bags is prohibited. Failure to comply with and enforce this ordinance is grounds for forfeiting the deposit (SPMS 16.32, 16.42)
18. Misuse of the premises or its contents and/or disregard of this policy shall be grounds or cancellation of facility usage privileges. Users are responsible for any and all damages to City property or for the loss of property.
19. The City reserves the right to revoke any permit if it should develop later that the same has been obtained through misrepresentation if it is contrary to the rules and regulations of the Community Services Department, or for any other reasons that such action may be deemed advisable for the best interest of the City.
20. An authorized adult representative of either a user organization or private party must sign all applications. The application, when approved by the Director, or designee, shall constitute a contract between the User and the City. Such contract must be in harmony with the schedule and regulations pertaining to the rental of City facilities.
21. All payment of rental fees under these regulations shall be made payable to the City of South Pasadena, fourteen (14) days in advance of the use of the facility. Cancellation of a rental or changing of a confirmed date may result in loss of security deposit. If facility can be rebooked with a comparable rate (one equal or greater size), then 75% of the client's deposit will be returned. Cancellation fourteen (14) days or less prior to an event will result in the loss of the deposit and any rental fees paid.
22. The Library Community Room is available between the hours of 7:00 a.m. and 10:00 p.m.
23. City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. If required, obtain an ABC permit by calling the Department of Alcohol Beverage Control at (626) 256-3241. Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this ordinance is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time slated on the contract for the event to end. Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.
24. Renter will be responsible to pay actual salary rate for one staff person to be on premises during the facility rental, or two staff persons if alcohol is being served. Staff will remain on premises until the user group has completely vacated the premises at the end of the facility rental.
25. The Director, or designee, must approve any and all decorations, which must not damage the facility or City property. No nails are to be used. All decorations must be flame resistant. No candles permitted. Fog machines are not permitted.
26. At all gatherings of young people, two or more responsible adults must be present at all times. Renter is responsible to supervise children at all times. It is not permitted to climb on City property such as the War Memorial Building cannon or the facility sign.
27. Persons will not be permitted inside any facility in excess of the established occupancy capacity of said facility.
28. No equipment of any type is to be removed from the building.
29. Setup and cleanup are the responsibility of the applicant. Facilities must be left in a satisfactory and clean condition, as determined by Library staff, to receive a deposit refund (if applicable).
30. The facility must be vacated, no later than the scheduled end time, as stated in the contract. All doors must be locked, all windows closed, and all lights turned off. If the reservation exceeds the time documented in the facility use agreement, the renter will be charged at the hourly rate for any portion of the first hour after the end time and any additional hours or portions thereof.
31. Any event publicity distributed by the Applicant must include the following statement "*This activity is not sponsored by the City of South Pasadena or the South Pasadena Library.*"
32. The Applicant and their event attendees may not touch or move the Steinway piano located in the northeast corner of the Community Room. ONLY the Bladwin piano located in the southeast corner is available to renters.
33. Emergencies should be reported to the South Pasadena Police Department (626-403-7297).

The undersigned has read and understands the Facility Rental Policy as outlined above and in the Community Services Department Policies and Procedures document.

Applicant Signature: **X**

Date:



RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

I, (Name) _____ fully understand that my participation in the rental of (*facility*) Library Community Room (hereinafter "rental") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this rental and agree to assume any such risks.

I hereby release, discharge and agree not to sue the **City of South Pasadena** for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the rental from whatever cause, including the active or passive negligence of the **City of South Pasadena** or any other participants in the rental.

In consideration for being permitted to participate in the rental, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the **City of South Pasadena** from any and all claims, demands, actions or suits arising out of or in connection with my participation in the rental.

I HAVE FULL READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND IT'S CONTENT. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Applicant Signature: **X** _____ Date: _____

Applicant's Name: _____ Title: _____

**ADDITIONAL DOCUMENT:
FIELD USE REQUEST FORM**

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		City:		Zip Code:	
Home Phone:		Work Phone:		Fax:	
Email:					

FIELD USE

PARK	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____		
FIELD/BASEBALL	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South (T-Ball)	
FIELD/SOCCER	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input type="checkbox"/> Arroyo South	
REASON FOR REQUEST					
Will spectator be present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.		

INSURANCE INFORMATION

Insurance Policy:	
Policy Holder:	
Policy Number:	

Required endorsement language to be listed as additional insured: ***"City of South Pasadena, its officials, employees and agents."***

OFFICE USE ONLY

Approved by: _____	Date: _____	<input type="checkbox"/> Coordinator	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Director
Sportsman: _____	Insurance: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Notes: _____				

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

SPRING

	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							

FEES

FIELD USE		LIGHT USE	
HOURS PER DAY	×	HOURS PER DAY	×
TOTAL DAYS	×	TOTAL DAYS	×
NUMBER OF FIELDS REQUESTED	+	NUMBER OF FIELDS REQUESTED	+
FIELD USE FEES (\$)	=	LIGHT USE FEES (\$)	=
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
TOTAL DUE (\$)			

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a [credit card fee](#) per transaction) or checks for payment.

DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: _____ **Date:** _____

OFFICE USE ONLY

Balance Paid: \$ _____ **Date:** _____
 Cash Check Credit Card **Receipt #** _____ **Till #** _____ **Initials** _____

**ADDITIONAL DOCUMENT:
APPLICATION FOR BLOCK PARTY**



Public Works Department
1414 Mission St., South Pasadena, CA 91030
Phone: (626) 403-7240 | Fax: (626) 403-7241
Email: publicworkspermits@southpasadenaca.gov

APPLICATION FOR BLOCK PARTY

- 1. Provide the City of South Pasadena ("City") a petition from the block party area with one signature per household by 80% of the residents affected by the closure indicating that they have read the requirements and whether they are in favor or opposed to the block party.
2. The City requires clear and unobstructed access be maintained for emergency vehicles.
3. Access shall be provided to residents and guests during the duration of the closure.
4. It is the applicant's responsibility to clean the streets after the block party is over.
5. No open containers are allowed on public streets per PC 647(F). (SPMC 31.6-2)
6. The City will not be held responsible for any injuries, accidents or liabilities that might occur during this party.
7. Return your application with the appropriate forms at least 30 days prior to the proposed party to the Public Works Department, located at 1414 Mission St., South Pasadena.
8. By signing below, I hereby certify that the traffic control for the event will be set up in full accordance with the approved traffic control map provided with the approved permit.

I have read and understand the rules and requirements listed above:

Applicant Signature:

X

Date:

[Redacted]



Public Works Department
1414 Mission St., South Pasadena, CA 91030
Phone: (626) 403-7240 | Fax: (626) 403-7241
Email: publicworkspermits@southpasadenaca.gov

APPLICATION FOR BLOCK PARTY

Initial Fee: \$278.00	Renewal Fee: \$112.00	Permit Number:
Special Event Insurance: \$125.00		

APPLICANT INFORMATION

Applicant's Name:					
Applicant's Address:		City:		Zip Code:	
Cell Phone:		Email:			
Street to be Blocked (ex. on Mission St. between Mound Ave. and Fremont Ave.):					
Event Date:				Time of Event:	

Each signatory understands that the City will not be responsible for any injuries arising out of the use of its streets for block parties.

Each signatory is responsible for his/her own safety and the safety of family and guests.

Use of personal fireworks in the City is illegal and violators will be prosecuted (SPMC 14.2)

Please sign petition acknowledging that you have read and understand the attached requirements.

Address	Name & Signature	Date

Attach additional sheets if necessary.

**ADDITIONAL DOCUMENT:
ENCROACHMENT/STREET USE PERMIT**



Public Works Department
 1414 Mission St., South Pasadena, CA 91030
 Phone: (626) 403-7240 | Fax: (626) 403-7241
 Email: publicworkspermits@southpasadenaca.gov

ENCROACHMENT/STREET USE PERMIT

Permit Fees (Encroachment Basic):	\$118.00	Permit Number:	
Encroachment Dumpster:	\$101.00	Surety Bond/Deposits (as required):	

APPLICANT INFORMATION

Owner's Name:			
Address:		City:	
		Zip Code:	
Telephone:		Fax:	

CONTRACTOR INFORMATION

Contractor:			
Address:		City:	
		Zip Code:	
Telephone:		Fax:	
City Business License No.:		State License No.:	

CONTRACTOR INFORMATION

Start Date & Time:		End Date & Time:	
Location:			
Description:			

Bins and Roll-Off Containers

PLEASE NOTE:
 The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal; as such if your construction or demolition project necessitates use of a container you **MUST** use Athens Services. Please contact Athens Services at (888) 336-6100. No other refuse services are permitted.

The content of your container will be processed at a material recovery facility and all viable recyclables will be recovered and diverted from landfill.



ENCROACHMENT PERMIT REQUIREMENTS

- 1. The Public Works/Engineering Department shall be contacted 10 days prior to the start of the encroachment in the City Right-Of-Way (street and/or parkway). This is to ensure the coordination between contractor work and City planned or unplanned work.
2. Two lanes of traffic must be maintained at all times unless flagmen are on the job conducting traffic control plan may be required by the City Engineer.
3. Materials shall be placed only in front of the site or as permitted by the City Engineer.
4. Traffic control devices and or barricades shall be in place prior to the placement of encroachments within the City Right-Of-Way.
5. In the event, that a traffic signal at an intersection is affected by a planned power outage it's the responsibility of the owner/contractor to notify the City of this affected traffic signal.
6. This permit has an allowable time limit of _____ days and may be extended by the Public Works Department.
7. Overnight storage of materials shall require lighted barricades or as permitted by the City Engineer.
8. A certificate of General Liability Insurance naming the City of South Pasadena as the Additional Insured shall be required prior to issuance of a permit.
9. Any overtime costs incurred by the City (as related to the permitted work) shall be paid for by the Applicant.
10. In the event temperatures are expected to reach 96 degrees or higher, planned power outages shall be rescheduled.

Applicant Signature: X Date:

Applicant's Name: Title:

OFFICE USE ONLY
[] Approved [] Denied Approved by: Date:
Initial Inspection By: Date:
Notes:
Final Inspection By: Date:
Notes:

**ADDITIONAL DOCUMENT:
BANNER PERMIT APPLICATION**

BANNER PERMIT APPLICATION

INFORMATION				
Date:				
Business Name:				
Applicant Name:				
Street Address:		City:		Zip Code:
Phone Number:				
Banner Dimensions:		Banner Text:		
Dates of Display:		Banner Location:		
Application Fee:	\$52.00			

BANNER REGULATIONS
<ol style="list-style-type: none"> 1. A banner permit must be obtained from the Community Development Department prior to displaying any banner. 2. Banners may be displayed on a temporary basis only, for a maximum of 30 consecutive days and no more than 90 cumulative days per calendar year. 3. A banner permit shall not be issued sooner than 14 days after the end of a previous permit. 4. Only one banner per business shall be permitted for display at any given time. 5. Banners must be made of a pliable weather-resistant, durable materials, such as canvas, vinyl, or similar materials. 6. The total surface area of any temporary banner shall not exceed 32 square feet.

OFFICE USE ONLY
Issued By: _____ Date: _____

**ADDITIONAL DOCUMENT:
TEMPORARY USE PERMIT APPLICATION**



OFFICE USE ONLY
TUP: _____

TEMPORARY USE PERMIT APPLICATION

Introduction:

Certain temporary events and uses may be allowed, subject to the issuance of a Temporary Use Permit (TUP) by the Director of Community Development. These events and uses may include, but are not limited to, parking lot sales, sidewalk sales, special events such as fairs and arts and craft exhibits, and temporary structures. SPMC 36.410.050

Complete this application and submit it to the Community Development Department. We will make every effort to review and return your application request as soon as possible. A Temporary Use Permit for an event or structure in a nonresidential zoning district should be submitted at least 15 days prior to the event; for residential zoning districts, the Temporary Use Permit Application should be submitted at least 30 days prior to the event. A TUP may require an insurance certificate naming the City as additionally insured.

TUP Application Fee: See [Master Fee Schedule](#) found on City website at southpasadenaca.gov

COMPLETE THE FOLLOWING INFORMATION; NO PARTIAL SUBMITTALS WILL BE ACCEPTED.

INFORMATION	
Date:	
Site Address:	
Legal Description:	

APPLICANT INFORMATION				
Applicant's Name:				
Phone Number:				
Mailing Address:		City:		Zip Code:

PROPERTY OWNER INFORMATION				
Owner's Name:				
Phone Number:				
Mailing Address:		City:		Zip Code:

PROJECT SITE INFORMATION			
1. Previous use of site:			
2. # of parking spaces available onsite:		# of parking spaces reserved for the site:	
3. Total square footage of the site:			
4. Other uses on the site (such as office combined with retail; provide square footage of each use):			

PROJECT DESCRIPTION AND PROPOSED USE (Attach additional information if necessary)

I HEREBY CERTIFY that I am: 1) the owner of the property; 2) business owner that has obtained permission from the property owner; or 3) a non-profit organization seeking to use city-owned property which is subject of this application for a Temporary Use Permit and that this application is full and complete.

Applicant Signature:

X

Date:

**ADDITIONAL DOCUMENT:
FIRE DEPARTMENT PERMIT**



South Pasadena Fire Department
 817 Mound St., South Pasadena, CA 91030
 Phone: (626) 403-7300 | Fax: (626) 403-7301

OFFICE USE ONLY
 No: _____

FMA _____
MLI _____

FIRE DEPARTMENT PERMIT

Please check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Public Assembly | <input type="checkbox"/> Underground Tank | <input type="checkbox"/> Open Flame |
| <input type="checkbox"/> Tents | <input type="checkbox"/> Hazardous Process | <input type="checkbox"/> Hazardous Materials |

Location:		Date Issued:	
By virtue of the provisions of the Fire Prevention		Expiration Date:	

Regulations of the City of South Pasadena, (Name) _____
 (Address) _____ having made application in due form, and as the conditions, surroundings, and arrangements are such that the intent of the Regulations can be overserved, authority is hereby given and this PERMIT IS GRANTED for

This permit is issued and accepted on condition that all Regulations, now adopted or hereafter adopted, shall be complied with. Issuance of this permit does not mean that violations of Regulations did not exist at the time of issuance.

This permit does not take the place of any required by law and is not transferable. Any changes or use or of ownership shall require a new permit.

Fire Marshall/Designee:	X	Date:	
Owner/Operator:	X	Date:	

THIS PERMIT MUST BE PROMINENTLY DISPLAYED ON THE PREMISES AT ALL TIMES