



Community Services Department Policies & Procedures

City of South Pasadena

Parks, Recreation &
Community Facilities

Adopted: February 3, 2010

Community Services Department Policies and Procedures

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

PARKS & RECREATION COMMISSION

The Parks and Recreation Commission is composed of five residents, four appointed by the Mayor and one by the School District with all ratified by the City Council. The Commission is to provide input on the leisure, recreational, social and cultural needs of the community of South Pasadena. The Commission was established by ordinance with the primary purpose of gathering information, weighing public opinion, and examining issues in order to make recommendations to the City Council. The Commission meets on the second Monday of each month and the public is invited to attend.

COMMUNITY SERVICES DEPARTMENT

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

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

STATEMENT OF POLICY

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

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

The Parks and Recreation Commission and the Community Services Department will evaluate the effectiveness of these procedures periodically and make recommendations for changes to the City Council.

PARK ATHLETIC FIELD AND PARK POLICIES

1. City-owned Parks

- Arroyo Park Stoney Drive (at San Pasqual) BBQ and picnic area, 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.
- Eddie Park 2017 Edgewood (at Cheltenham Way) BBQ, open grassy area, playground and clubhouse.
- Garfield Park Mission Street (at Marengo) BBQ and picnic area, playground, horseshoe pits, two lighted tennis courts, a rose garden, Children's Memorial and Healing Garden, and Youth House.
- Orange Grove Park 815 Mission Street (at Orange Grove) Picnic area, one lighted softball field, lighted soccer field, two lighted tennis courts, 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.
- Library Park 1100 Oxley Street (at Fairview Ave) a passive neighborhood park with benches, a meandering walking path amongst mature shady trees.
- War Memorial Park 435 Fair Oaks Ave is home to the War Memorial building which was formerly called Oak Lawn Park. The grassy area is filled with large Oak trees.

2. Athletic Facilities - all are lighted

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

3. Qualifying user groups - in descending order of priority

- Group A: City Council and City Departments that conduct activities directly sponsored by the City of South Pasadena.
- Group B: South Pasadena based Non-Profits who meet the requirement of 50% of whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service,

educational or fraternal organizations who conduct community events and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks & Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.

Group C: South Pasadena based non-profits that do not meet the requirement of 50% whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service; educational or fraternal organizations who conduct community events and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use.

Group D: Residents of South Pasadena holding functions and/or activities not open to the general public, but are non-profit.

Group E: South Pasadena-based commercial, industrial or professional groups, using the facility for a non-profit purpose.

Group F: All other users.

4. Athletic Field Policies

- A. Allocation of dates, times, and areas is subject to the sole control of the City.
 - 1) Approved applications may be changed as needed by the City due to weather or hazardous situations to maintain that the parks and fields stay in a good and safe condition.
- B. The number of players and teams will be a factor in allotting facilities.
- C. The nature and conditions of the fields will be a factor in allotting facilities.
- D. Any changes or additions to assignments must be submitted in writing and approved by the Community Services Director.

ATHLETIC FIELD PROCEDURES

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.
2. Users requesting league or ongoing use (over two months) of City athletic fields must submit a Request for Facility Use Form to the Community Services Department for review and

consideration at least five months prior to beginning of use. The form must be signed by the president or other appropriate representative from the board or leadership of the organization.

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 Community Services, the Parks and Recreation Commission and the City Council. If the request is approved, then a facility organizational meeting will be held between appropriate City staff and the requesting organization to review field use procedures.
4. In order to streamline the approval process, the Parks and Recreation Commission considers applications twice a year. Summer and Fall season applications must be submitted to the Community Services Director by the end of April, and Winter and Spring season applications by the end of November.
5. No user group will be given approval until the following documents are submitted:
 - A. Complete list of names, addresses and telephone numbers of the current Board of Directors or other responsible persons.
 - B. Proof of current non-profit status with the Internal Revenue Service and State of California as appropriate.
 - C. Master calendar of events to include: Registration dates, tryouts (date, time, place), team selection date, number of teams, practice schedule, date practice begins, opening day schedule, game schedule, date league games begin, date league games end, and date of local tournaments.
 - D. 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.
 - E. One copy of the Certificate of Insurance listing the City of South Pasadena.
 - F. All deposits as required.
 - G. Requests for field improvements or new installations. (as specified on Use Form)

Letters A to G of the above requested documents must be submitted at least two weeks prior to use. If the documents are not submitted, the City may withhold use of fields.

6. Storage facilities may be made available free of charge to local seasonal user groups.
7. All users granted use of storage facilities must store all equipment neatly.

8. Upon conclusion of seasonal play, all equipment must be removed within fourteen (14) days or a clean-up fee, based on actual expenses incurred and overhead will be charged. Some equipment may be stored throughout the year with the approval of the Community Services Director.
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.
10. Concessions Stands, Storage Facilities and Clean-Up - A \$100 refundable deposit will be made for the use of concession stands and storage facilities. The \$100 deposit will be forfeited if stored material, with the exception of capital equipment (freezer and refrigerator) approved by the Community Services Director, is not removed within fourteen (14) days of completion of season or activity. The facilities must be cleaned and all capital equipment disconnected from electrical outlets. All capital equipment not removed from the facility at the end of the season will not be the responsibility of the City. The City, accompanied by the user group, may conduct an inspection of the facilities at the conclusion of the fourteen (14) day period to insure compliance to guidelines for use.
11. Restrooms/ Fields - Facilities must be cleaned of rubbish and debris immediately following the scheduled use, or a cleanup fee, based on actual expenses incurred and overhead, will be charged.
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 invoicing for all damages occurring to fields and termination of facility use permit.
13. Insurance - When the user group is involved in sporting/ hazardous events, the user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of City and user, the appropriate insurance certificate as required by the City.
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.
15. Public Address System Use Policy - Sound amplification equipment will be allowed in City Parks, but limited to public address systems, stereo equipment, stationary and portable components and bull horns, subject to the review and prior approval of Community Services.
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 days use. Users are required to report any damage or acts of vandalism to the Community Services Department immediately.

17. Modifications to Park Fields and Facilities - Any requests to modify or improve City facilities shall be submitted for approval to the Community Services Director and Commissions and City Council as appropriate.
18. Closure of Fields - Arroyo Park & Orange Grove Park will be scheduled for closure and rehabilitation each year to allow for recovery due to heavy usage. The dates and times of closure to be determined by the Community Services Department and Public Works Department.
19. There will be no use of City athletic fields when facilities are unplayable due to rain or other conditions. The decision for use during or after rain or other event will be made by City staff. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring to the field and termination of facility use permit.

ATHLETIC FIELD FEES

1. Athletic Field Fees

- A. South Pasadena Based Non-Profits - All South Pasadena based who meet the requirement of 50% of those participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of fields. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks & Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.
- B. South Pasadena Based Non-Profits - South Pasadena based who do not meet the requirement of 50% of those 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.
- C. All Others - All others including individual users, for profit and non-South Pasadena based non-profit groups will be charged for the reserved use of fields at the flat hourly rate. See the Fee Schedule for the current rate.

2. Athletic Field Light Fees

- A. South Pasadena based 50% of those participants live, work, or attends 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).

- B. For profit and non-South Pasadena based or occasional individual users will be charged for the use of lighted facilities at an hourly rate. See the Fee Schedule for current rate.

PARK PICNIC AREA RESERVATION POLICIES

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

1. Park Picnic Areas

Any person or group wishing to reserve picnic facilities must submit a Request for Facility Use Form to the Community Services Department at least one day prior to the event. The Form must include the name of the responsible individual or organization, along with the date, time, park area to be used and number of people expected to be in attendance. The reservation is subject to the approval of the Community Services Department on a first come, first serve basis. A refundable clean-up deposit of \$50 may be required for groups over 50 persons who make a reservation. It is expected that all groups using City picnic areas are responsible for all necessary clean-up following their use.

2. Overnight Use of Parks

Permits are required for overnight use. The Community Services Department may use discretion to enforce this policy and may elect to establish other procedures as appropriate.

3. Commercial Use of City Parks

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

- 4. Receptions and other private events in public parks - Events planned for outside of the designated park picnic areas that require significant set-up and gathering of over 75 people will be reviewed on a case by case basis and require the prior approval of the Community Services Director.

RECREATION & SENIOR CLASS POLICIES

The City offers recreation and senior classes to the public via independent contractors. Classes are provided on a fee-based system with some classes offered free of charge. The City periodically produces and distributes a new class schedule. Instructors set the fees for classes with the review and approval of staff. The instructor and City retain 65 and 35 percent of all class receipts, respectively. 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 site 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 including printing and postage of class schedule

Instructors are required to provide liability insurance. The Community Services Director may waive this requirement for some classes. The Community Services Department may determine that some classes will provide priority registration for South Pasadena residents.

No refunds will be provided for class registration after the end of the second class unless the registration material indicates otherwise. Refunds will exclude the cost of classes attended. The Community Services Department may determine that an administrative fee will be retained from the class fees for refunds.

FACILITY RENTAL POLICIES

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 Streets
Garfield Park Youth House	1000 Park Avenue

The cost for the rental of the following facilities is included on the attached Fee Schedule. The following policies and procedures provide for the use of the City-owned facilities. Equipment may also be rented in conjunction with rental or use of specific facilities. Garfield Park is not available for reservations on Sundays.

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.

1. Identification of Users: Any individual or group utilizing City facilities will be classified in one of the following priority groups. These classifications are necessary to establish 1) priority of use, 2) applicability of fees, and 3) what, if any, these fees will be.
 - A. **CITY USES** – City Council, City Departments, City-sponsored Commissions/Committees or City co-sponsored meetings/seminars/conferences.
 - B. **NON-PROFITS** - All designated non-profits. The Community Services Department will determine eligibility as a non-profit. The Recreation Center, Council Chambers and portions of the Senior Center will be available free of charge to non-profits for occasional use of facilities. On-going users will be assessed a fee per the Fee Schedule. All meetings must be open to the general public at no charge. If use is required on weekends or City observed holidays, a fee may be charged for staff hours required to open, close and monitor facility. All events which are closed to the general public or for which there is any type of charge, either for admission or by donation, will be charged according to the current Fee Schedule. Such events would include fundraisers, award ceremonies and banquets. A fee may be charged for the use of City equipment.
 - C. **INDIVIDUALS** - Functions and activities which are not open to the general public and which are not profit-oriented.
 - D. **BUSINESSES** - All commercial and business uses.
2. Rental fees are listed for each facility based on weekday and prime-time uses. Prime-time is defined as Friday at 3 p.m. to Saturday through 12 midnight.
3. Rental rates include: available tables and chairs, one microphone and podium (if available) and room set-up as arranged through Community Services Department at time of confirmation. Rental fees include one staff person to open and close the building and to provide facility assistance and general maintenance. The user may be required to enter into a Use Agreement with the City.
4. A cleaning deposit may be required for all and is not applied toward the rental fee. Deposits are paid at time of reservations and are refundable after the facility and/or equipment is found to be in satisfactory condition as determined by Community Services staff. Users are responsible for any and all damages to City property or for the loss of property. Repair or replacement costs are based on actual expenses and normal City overhead.
5. 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. This includes leaving the facility in the same condition. The user may purchase cleaning services from the City at the rate indicated on the Fee Schedule. All personal/rental items are to be removed from the facility, storage is not provided. Required cleaning deposits are noted on the Fee Schedule.
6. The user shall obtain, and keep in full force, at user's expense, for the mutual benefit of City

and user, insurance as determined by the City's current requirements. Certificates are subject to review and approval by the City. If the client's insurance cannot meet City requirements, a one-day special events policy must be purchased from the City.

7. Alcohol Requirements (Alcohol is only allowed at the War Memorial Building & Senior Center)

While the City of South Pasadena permits alcohol to be served at rented facilities, appropriate restraint must be used by both those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants.

- A. Complimentary Alcohol Service - Clients who will be serving complimentary liquor (i.e., hosted bar, wine service with meal) must provide insurance coverage as determined by the City's current requirements. If the client's insurance cannot meet this requirement, a one-day special events policy must be purchased from the City. The insurance fee is based upon the type of event and number in attendance.
- B. Selling Alcohol - Any client who will be selling Alcohol (i.e., cash bar, dinner and drinks for a fee) is required to provide insurance as determined by the City's current requirements. A copy of the ABC License must be provided to the City within three (3) working days of the event. Any questions as to the need for and requirements of obtaining the appropriate ABC license(s) should be directed to the ABC.
- C. 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.
- D. Alcohol may not be sold or served to minors. The client's 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 minor on City premises shall be the sole responsibility of the organization, its sponsor or the adult representative.
- E. 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. All exceptions must receive prior approval of the Community Services Director.
- F. Additional staff is required at all events at which alcohol is served or sold. Cost of the additional staff is the responsibility of the user and is arranged through Community Services Staff. Fees for additional staff are included on the attached Fee Schedule. If the South Pasadena Police Department is called out to an event, then the costs associated with the response may be charged to the user.

8. 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.

9. No ongoing non-fee use shall be granted for a period exceeding three months to avoid a monopoly by any person(s) or organization(s). The Community Services Director may approve and disapprove any ongoing uses as appropriate.
10. Community Services Department shall have the right to assign or reassign meeting rooms as appropriate, based on nature of event, estimated number of participants, etc.
11. Reservations may be revoked at any time whenever there has been a violation of approved Policies and Procedures and will result in loss of down payment of fees.
12. City equipment shall not be removed from any facility.
13. Smoking is prohibited in City facilities in compliance with City Code.
14. All established fees have been reviewed and approved by the City Council. Any exceptions or special requests not covered by this policy, must be submitted in writing to the Community Services Director and approved by the City Manager.
15. The rental reservation must be completed at least one (1) week in advance of reserved date. Reservation constitutes an agreement between the User and the City of South Pasadena. Agreements will include, by reference, all terms and conditions. All applications must be signed by an authorized adult representative of user organization or private party.
16. Cancellation of a rental or changing of a confirmed date will result in 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.
17. No reservation is confirmed until all fees, deposits, permits/licenses and insurance are obtained and paid in full at least thirty (30) days prior to the use date. If the policies and procedures as stated in this document are not adhered to, any reservations may be cancelled immediately upon notice to the client. Fee(s) paid may not be refunded.
18. 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 Service Director.
19. Decorations require prior approval by Community Services Staff and must not damage the facility or City property. No burning candles are allowed in City facilities.
20. Denial of applications may be made by the City of South Pasadena on the basis of the following reasons:
 - A. The applicant previously used the facility and due to lack of cleaning or damage to the facility did not receive all of their cleaning deposit back.
 - B. The City reserves the right to deny any application based on security concerns and/or safety concerns.
 - C. Failure to pay all fees or balances on rentals as arranged with Community Services or the Finance Department of the City of South Pasadena.

- D. Unavailability of the facility.
- E. Higher priority user is in need of facility.

21. All events must end by 12:00 midnight for most facilities and 1:00 am for the War Memorial Building and Senior Center. Any music will terminate one hour prior to that time or as stated on agreement. Music and sound amplification will be monitored by City staff to ensure client is not disturbing the peace.