



# Recreation & Parks Commission Meeting Agenda

August 11, 2014 – Placentia City Hall

**Michael Dougherty**  
Chair

**Sharon Jackson**  
Vice Chair

**Linda Bartelt**  
Commissioner

**Todd Emrick**  
Commissioner

**Mary Granger**  
Commissioner

**Bruce Hunt**  
Commissioner

**Ira Newman**  
Commissioner

## **Procedures for Addressing the Recreation & Parks Commission**

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Recreation & Parks Commission encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Recreation & Parks Commission discourage clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.

## **Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility.  
(28 CFR 35.102.35.104 ADA Title II)

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

**City of Placentia**  
401 E Chapman Avenue  
City of Placentia, CA 92870

**Community Services Department**  
Phone: (714) 993-8232  
Fax: (714) 961-0283  
Website: [www.placentia.org](http://www.placentia.org)

# Recreation & Parks Commission

August 11, 2014

## REGULAR MEETING

7:00 p.m.

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### MEETING CALLED TO ORDER

**ROLL CALL:** Chair / Commissioner Dougherty  
Vice Chair / Commissioner Jackson  
Commissioner Bartelt  
Commissioner Emrick  
Commissioner Granger  
Commissioner Hunt  
Commissioner Newman

### PLEDGE OF ALLEGIANCE

### RECOGNITION FOR STAFF STEVE PISCHEL

Commission to officially thank Steve Pischel for all the years of service and dedication to the Recreation and Parks Commission and the Community Services Department.

### ORAL COMMUNICATIONS

At this time the public is invited to address the Recreation and Parks Commission concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Recreation and Parks Commission.

### COMMISSIONER COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Commission member would like formal action on any of the discussed items, it will be placed on a future Commission Agenda.

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### RECREATION AND PARKS COMMISSION AGENDA

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1. **Approval of Minutes – June 9, 2014 & July 14, 2014**
2. **Monthly Report –**  
Staff to provide updates of programs and services offered by the Community Services Department.
3. **Parks and Facility Project Updates –**  
Staff to provide updates on status of current capital improvement projects including ongoing and potential cell towers.

4. **General Plan Update –**  
Commissioner Granger to provide an update on the General Plan latest developments.
5. **Boys & Girls Club and Muckenthaler Programs Proposal Update –**  
Staff to update the Commission on current developments regarding the Boys & Girls Club summer program and the Muckenthaler Center proposal to offer programming at the Teen Center (Kraemer Clubhouse) in the fall.
6. **Review of proposed changes to the Facility Permits Policy -**  
Commission to review the proposed changes to update the Facility Permits Policy.
7. **Heritage Festival & Parade Discussion –**  
Commissioners to discuss their participation in the Heritage Festival and Parade to be held at Tri-City Park on Saturday, October 11, 2014.

**Park Inspection Reports** - Commission to review inspection reports with staff.

### **STAFF COMMENTS**

**Agenda Building and Meeting Schedule** – Staff and Commission to review agenda items and schedule upcoming meetings and meeting locations.

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### **ADJOURNMENT**

The Recreation and Parks Commission Adjourn to a Regular Meeting on Monday, September 8, 2014 at 7:00 p.m. in the Community Meeting Room at City Hall located at 401 East Chapman Avenue, Placentia.

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### **CERTIFICATION OF POSTING**

I, Maria Elena Maurer, Community Services Coordinator for the City of Placentia, hereby certify that the Agenda for the August 11, 2014 Regular Meeting of the Recreation and Parks Commission was posted on August 6, 2014.



Maria Elena Maurer  
Community Services Coordinator

MINUTES  
PLACENTIA RECREATION AND  
PARKS COMMISSION REGULAR MEETING  
June 9, 2014

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Meeting called to order at 7:04 p.m.

**ROLL CALL**

Present: Dougherty, Emrick, Hunt, Newman  
Absent: Bartelt, Granger, Jackson  
Staff Present: Steve Pischel, Director of Administrative & Community Services  
Jon Nicks, Deputy Director of Community Services  
Maria Elena Maurer, Community Services Coordinator

**PLEDGE OF ALLEGIANCE** – Led by Commissioner Newman

**ORAL COMMUNICATIONS** –

**COMMISSIONER COMMENTS AND REPORTS** - Commissioner Hunt commented that the Ethics Training the City provided last week, was one of the best he has ever attended. The presenter was excellent. Commissioner Dougherty added that the training online took him about three hours to complete. Commissioner Hunt mentioned that he had been approached by a resident asking where the money from the Tri-City Park maintenance savings is going. He responded that it goes to the general fund. Resident commented that it should go to the Park Fund.

1. **APPROVAL OF MINUTES** – May 12, 2014

Due to lack of quorum, the approval of the May 9, 2014 minutes will be postponed until the next Commission meeting.

2. **MONTHLY REPORT**

Staff Nicks reported that summer registration took place on Saturday, May 17, 2014. A total of 109 people came in to register and 40 went online. Approximately \$24,285 in revenue was collected; \$4,000 more than last year. The Wine Tasting Tour is back by popular demand as well as the July 4<sup>th</sup> Fireworks excursion at the Hollywood Bowl. The Cowabunga Crab Fest put on by the Rotary Club took place on Saturday, June 7, 2014 and it was well attended. Community Services staff has been busy getting ready for summer and certifying the part time staff. Swim classes begin on June 23. Concerts in the Park start on Thursday, July 10 and Movies in the Park on Friday, July 11.

3. **PARKS AND FACILITY PROJECT UPDATES** -

Staff Nicks reported that the cell tower construction is underway at Koch Park. AT&T has been made aware that the May and June lease payments are due. Commissioner Hunt suggested that the City put up a sign highlighting the improvements being made at the park; make the community aware. Verizon has

not completed the paperwork for the co-location at Tuffree. They have; however, submitted a proposal for Samp Park.

The School District has gone to bid for the fence installation between Tuffree Middle School and Tuffree Park.

4. **BUDGET UPDATE**

Staff Nicks indicated that City Council had a study session on the preliminary budget on May 20, 2014. The City is still facing a \$1.7 deficit. In order to close this gap, vacancies in several departments will remain. At this time, no major reductions have been proposed for Community Services programs. Other cuts proposed include cutting back on consulting services, meetings and conferences (this includes not able to attend the CPRS conference), cutting out the expenditure for the Teen Hoop program since low enrollment numbers warrants this cut. Commissioner Hunt commented that conferences offer staff an opportunity to interact and learn what other cities are doing; they are not just a training opportunity, they are important for staff to attend.

5. **GENERAL PLAN UPDATE –**

Due to Commissioner Granger's absence, this item will be brought back for update at the next Commission meeting.

6. **BOYS & GIRLS CLUB AND MUCKENTHALER PROGRAMS PROPOSAL UPDATE –**

Staff Nicks indicated that the Boys & Girls Club agreement was taken to City Council for approval on June 2, 2014 and it was approved. The Club will provide all the funding for staff, materials and supplies to operate the programs and the City will maintain the Teen Center (Kraemer Clubhouse).

Commissioner Dougherty asked what was the amount in capital improvements that will be needed. He was under the impression that the proposal included making unspecified capital improvements within a two-week window that had not been planned for this facility. Staff Nicks responded that the Boys & Girls Club can operate their program without any capital improvements needed. The Muckenthaler proposal did suggest that certain capital improvements were needed in order to operate their program in the fall. They can also offer many resources that can help with labor, grants, etc. This agreement will be taken to City Council separately later on. It will be brought back to the Commission for its consideration prior to this step.

**PARK INSPECTION REPORTS –**

Staff Maurer noted that the pictures that Commissioners have taken of their assigned parks, have been put together. It was suggested that once this process is complete, staff will be able to put together a presentation. A review of selected parks can then be accomplished at each Commission meeting.

Commissioner Hunt commented that the County has completed many improvements at Tri-City Park and that the Sports Groups should be reminded of the upcoming parking fee implementation.

### **STAFF COMMENTS –**

Staff Pischel expressed appreciation of the Commission for their input, suggestions, feedback and support of the Community Services team and it makes a great difference. As far as a budget component, it has been recommended that Jon Nicks be promoted to Community Services Director. Staff Pischel will take a step back and dedicate his time as Administrative Services Director. In the absence of a Public Works Director, Staff Nicks will take an additional role with facilities management and overseeing building, landscape and park maintenance. In addition, he will oversee maintenance staff and contracts in these areas. The official announcement will be made at the City Council meeting on June 17, 2014.

### **AGENDA BUILDING AND MEETING SCHEDULE –**

Items to consider: Monthly Report, Budget Update, General Plan Update, Boys & Girls Club/Muckenthaler Proposal Update.

**ADJOURNMENT** - There being no further business, **MOTION** by Commissioner Emrick to adjourn to Monday, July 14, 2014 regular meeting; **SECOND** by Commissioner Newman and **CARRIED** by a **4-0-3-0 VOICE VOTE** (Bartelt, Granger, Jackson Absent). Meeting adjourned on June 9, 2014 at 7:49 p.m.

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Maria Elena Maurer, Recording Secretary  
Recreation and Parks Commission

MINUTES  
PLACENTIA RECREATION AND  
PARKS COMMISSION REGULAR MEETING  
July 14, 2014

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Meeting called to order at 7:02 p.m.

**ROLL CALL**

Present: Bartelt, Dougherty, Emrick, Granger, Hunt, Jackson  
Absent: Newman  
Staff Present: Jon Nicks, Community Services Director  
Aileen Salazar, Community Services Program Coordinator

**PLEDGE OF ALLEGIANCE** – Led by Commissioner Jackson

**ORAL COMMUNICATIONS** –

**COMMISSIONER COMMENTS AND REPORTS** -

Commissioner Hunt requested that an agenda item be placed on next month's agenda to invite Steve Pischel and thank him for all his support throughout the years. He also mentioned that fireworks were more prominent in the north end of the city than in previous years. This could be the result of fireworks being sold by the City of Fullerton near the Placentia borders.

1. **APPROVAL OF MINUTES** –

**May 12, 2014**

**MOTION** by Commissioner Granger to approve the minutes of May 12, 2014 as submitted; **SECOND** by Commissioner Hunt and **CARRIED** by a **5-0-1-1 VOICE VOTE** (Newman, Absent; Jackson, Abstained).

**June 9, 2014**

Minutes' approval of June 9, 2014 will be postponed due to lack of quorum.

2. **MONTHLY REPORT**

Staff Nicks indicated that all the Community Centers begun their operations for the summer. Last Thursday, the first Concert in the Park took place with a band called Upstream. The movie Monsters University was the first of the Movies in the Park series on Friday, July 11 and the attendance was one of the best. Staff Nicks introduced Staff Aileen Salazar, Program Coordinator. She is taking notes of the meeting in the absence of Staff Maurer who is on vacation. Commissioner Bartelt asked what has caused the attendance to increase. Staff Nicks responded that one of the reasons could be that Placentia's Movies in the Park was voted one of the best by CBS Los Angeles. Also, the popularity of the movies that will be shown: Dolphin Tale, Despicable Me (1 & 2), Lego Movie, Cloudy with a

Chance of Meatballs 2 and Frozen. As part of a contract that was negotiated with Republic Services (Placentia Disposal), a grant was provided to sponsor the Movies in the Park.

In addition, the Chamber of Commerce and the Community Foundation requested to be part of the last Concert in the Park on August 14 by adding "Taste of Town" a food area (the same parking lot used by food vendors for the Heritage Festival), and a beer and wine garden. They will be contributing \$1,200 towards the band and sound technician. This is a fundraiser for these groups. The cost to participate in the Taste of will be \$15/person, beer and wine will be separate. Hours for the concert will be extended to 5:00 – 9:00 p.m. The band will perform from 6:00-8:00 p.m. Commissioner Bartelt noted that traditionally the concerts are free and the fact that the City is allowing selective groups to charge a \$15 fee, she feels may not be appropriate. Staff Nicks commented that the concert will still be free and participants may choose to pay the \$15 to enter the "Taste of Town" area. Staff Nicks further commented that other non-profits are also given opportunity to fundraise and sell food at both Concerts and Movies in the Park.

Staff Salazar reported that Kock Park and Cathy Torrez Centers had gone on an excursion to Knott's Berry Farm. Both trips were full and the kids had a great time. Attendance has definitely increased at Koch Park. Staff Nicks indicated that Placentia's Farmers Market is back every Tuesday in the parking lot between Marie Callendar's and Bank of America from 4:00-8:00 p.m. The excursion to the Hollywood Bowl for the July 4<sup>th</sup> Fireworks Spectacular was sold out. The next excursion is on Sunday, August 3 to the Pageant of the Masters.

Staff Nicks added that the City has partnered with the Friendly Center and have applied for a grant from the County. If awarded, the grant would provide \$75,000/year for five years and would offset the current staff costs to operate the after school programs at Whitten Center. In addition, funding can be used to expand the hours of operation and to add part time staff. Also, through the St. Jude Mobile Clinic Services, there is grant funding for obesity prevention for low income areas. The large open field at McFadden Park could be a good location to provide more active areas and make improvements.

The Fall Quarterly has been completed and it is at the printers. Residents can expect it in the mail in approximately three weeks. The main feature will be the Heritage Festival 50<sup>th</sup> Anniversary. Commissioner Bartelt commented that last Friday, at Kraemer Park, there was a lot of activity by a group called Teen Outdoor Project. They indicated they were sanctioned by the City to conduct a six week outdoor program that included soccer and learning how to play an instrument; it was run by college student volunteers and well attended. The program seemed very organized and a mixed group of kids were participating. Staff Nicks confirmed that they had requested permission to run the program as the hours were not conflicting with the Boys & Girls Club teen operations.

### 3. **PARKS AND FACILITY PROJECT UPDATES -**

Staff Nicks reported that the School District has informed him that the fence going up at Tuffree Middle School should be completed in August. The sports groups might be buying new storage containers in lieu of building a storage structure;

their location has not been determined. Commissioner Hunt commented that there is no good place to fit them.

AT&T's has proposed to co-locate on the cell tower at Kraemer Park. The existing tower (60') is too short to get a proper signal and they would like to replace it with an 80' tower. AT&T also plans to add another smaller equipment enclosure to be placed on the other side of the trash containers. They have been asked to make a capital improvement contribution of \$40,000 to go into the park fund. Staff Nicks asked if the Commission had any objections to this proposal. Commission did not have any issues regarding this proposal.

Staff Nicks reported that there were no updates to the Samp Park/Tufree Park cell tower proposals. He reviewed the latest Wagner Park cell tower proposal by Verizon. Unfortunately, the previously recommended location will not work since it is School District property. The new location proposed, next to the soccer field, meets the 100' set back from a residential structure. Commissioners Granger and Emrick asked if Verizon would be willing to redo the playground. Staff Nicks did ask the question, but Verizon would prefer to make a capital improvement contribution as they are not in the business of building playgrounds. Commission agreed that the location proposed is not being used and it would blend with the existing trees in the area. Verizon will be advised to move forward with the planning process.

Staff Nicks noted that the cell tower construction at Koch is delayed and completion is not expected until September. However, they have started to make their lease payments as per the agreement. The park fund is getting slightly replenished from the current Olsen development and from the upcoming HQT/Shaner Ranch future development.

#### 4. **BUDGET UPDATE -**

Staff Nicks reported that the final budget was approved at the City Council meeting of June 16, 2014. As previously reported, Community Services programs were not affected by any cuts. Some of the reductions came from the Police Department and the freezing of some positions. As a comparison, seven years ago the City had 142 full time positions, last year this was reduced to 120. Currently, with some retirements and people leaving to seek other opportunities, this number is now 105 full time employees. The City has made about \$500,000 in personnel reductions and cuts.

A measure is out through mail in ballot for people that live in the Landscape Maintenance District (LMD) around Placentia Champions Sports Complex, to increase their annual LMD fee to approximately \$92/homeowner. The LMD fee was created in 1992 and has remained the same since there were no cost of living allowances put in place. The general fund has been subsidizing the increase in maintenance costs, water, electricity, irrigation, etc. since then. The sealed ballots will be opened at the City Council meeting on August 5, 2014. If a No Vote is reached, a significantly lower level of service will be implemented. Commissioner Hunt commented that the Placentia Sports Complex already shows signs of wear and tear and any deferred maintenance will be detrimental.

5. **GENERAL PLAN UPDATE -**

Commissioner Granger provided a review of the items that were discussed at the General Plan meeting she attended. Community outreach and input sessions will be planned during the next few months. The City plans to complete the General Plan by spring 2015. The Recreation and Parks Commission will provide feedback on the open space element as it relates to parks and on the new health and wellness element. Each department at City Hall will also be providing input. Commissioners Bartelt and Hunt commented that the trains are noisier since construction for the overpass/underpass began; would like to see the quiet zone re-instated. Commissioner Granger added that her role is to gather ideas or concerns from friends, neighbors, Commission, and bring it back to the Committee. She is concerned about the lack of parking in certain areas of the city. Staff Nicks mentioned that as part of the open space, mobility in the form of walking paths, bike paths and how to integrate it into the park system has been discussed. Commissioner Hunt would like to see working with the Police Department and incorporate classes on bicycle safety as part of the transportation element. Commissioner Bartelt suggested advertising it in the News Times for those that live outside the city, but bike through Placentia.

6. **BOYS & GIRLS CLUB AND MUCKENTHALER PROGRAMS PROPOSAL UPDATE**

Staff Nicks reported that the Boys & Girls Club was approved to operate their summer program Monday-Friday from 11:00 a.m. to 5:00 p.m. at the Teen Center. Unfortunately, the Club did not put in the full effort i.e., did not go to the schools to promote it; City Staff had to follow up with them several times to have the proper paperwork turned in; started their program late, and attendance has been very low - 2-4 children when staff checked. Commissioner Hunt stated that over the last few years Boys & Girls Club has failed to follow through on their intentions to offer a quality program in Placentia.

Staff Nicks discussed his meeting with Zoot Velasco, Director of the Muckenthaler Center. The Muckenthaler applied for a grant from the Community Foundation and is pursuing a matching grant from the Orange County Community Foundation. Staff will make sure that they provide in full detail what their program entails, the type of funding they will bring to the table, before a commitment is reached. In regards to the Boys & Girls Club's presence in the schools, they have pulled out their participation in the schools altogether. Staff will provide a report next month and hopes that the Boys & Girls Club program will turn around for the remainder of the summer.

**PARK INSPECTION REPORTS –**

Commissioner Bartelt asked for an update on the air conditioner replacement at the Backs Building. Staff Nicks indicated that it is in the process of being replaced. This includes a full enclosure of the units, security lighting and motion activated camera equipment that was donated.

**STAFF COMMENTS –**

**AGENDA BUILDING AND MEETING SCHEDULE** –

Agenda items for next meeting to include Update on the General Plan, Boys & Girls Club/Mackenthaler Programs Update, Heritage Festival Participation, Steve Pischel Appreciation, and Capital Contributions Update.

**ADJOURNMENT** - There being no further business, **MOTION** by Commissioner Emrick to adjourn to Monday, August 11, 2014 regular meeting; **SECOND** by Commissioner Hunt and **CARRIED** by a **6-0-0-1 VOICE VOTE** (Newman Absent). Meeting adjourned on July 14, 2014 at 8:45 p.m.

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Maria Elena Maurer, Recording Secretary  
Recreation and Parks Commission

**City of Placentia**

Facility Permits  
1.0

**DATE:** March 5, 2008

**REVISION NO.:** Revised 7/1/09

**APPROVED:** \_\_\_\_\_

**DEPARTMENT:**  
Community Services

**I. PURPOSE**

To establish a procedure for obtaining a facility for private use.

**II. GENERAL POLICY**

**A. Rental Categories**

The primary purpose of the community facilities is to enhance community programs. Therefore, priority and categories are as follows:	
City Sponsored	City sponsored community services and recreation activities.
Resident Non-Profit:	Non-profit organizations, community groups, civic oriented functions. To qualify service organizations must reside inside City of Placentia boundaries. Groups are required to submit form with State of California Non-profit Tax ID Number.
Resident	To qualify for the Placentia Resident rate, the applicant must provide proof that they live in Placentia. Proof of residency is required to receive resident rate. The applicant is responsible for signing all rental documents and paying all fees.
Non-Profit Non-Resident	Non-profit organizations, community groups, civic oriented functions. These service organizations reside outside of the City of Placentia boundaries. Groups are required to submit form with State of California Non-profit Tax ID Number.
Non-Resident	Those individuals residing outside the City boundaries.
Commercial	Businesses, profit making organizations, and politically affiliated groups.

**B.** Anyone wishing to use a City building or facility must complete the following:

1. A reservation must be made a minimum of two weeks (14 calendar days) days prior to requesting use date and will be accepted up to 6 months in advance to the date unless a special allowance is granted by the Department. Picnic shelter reservations ~~must be made a minimum of one week (7 calendar days) days prior to requesting use date and~~ will be accepted up to 6 months in advance to the date unless a special allowance is granted by the Department.
2. Fees for use of City buildings and facilities shall be as follows: Rental of facilities is based on a two (2) hour minimum. Placentia Municipal Code 5.28.030.
3. No group shall be permitted more than four ~~(4)~~ (6) reservations for gymnasium unless a special allowance is granted by the Community Services Coordinator, ~~Recreation Services Manager~~ or Director of Community Services. Reservations shall not imply a monopoly.
4. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal laws, rules, and regulations. Facilities shall not be used for purposes of advancing any doctrine or theory under the Constitution of the United States of America.
5. The City reserves the right to refuse use of any facility if applicant fails to comply with City Rules and Regulations or if the planned event is not appropriate usage of the facility.
6. Times stated on the Rental Contract/Permit will be strictly adhered to. Please include time necessary to decorate, set-up, and properly clean-up facility. Park restrooms are open to the public Monday through Friday 7:00am – 4:00pm and weekends 8:00am to dusk. City facilities are not available for rentals on City recognized holidays.

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**C.** Approved Rental Contract/Permit

1. A permit is not confirmed until all fees have been received and the applicant has an approved copy of the Rental Contract/Permit signed by a member of the Community Services Department staff. The applicant shall not advertise/publicize its use of a City building or facility until this authorization is received.
2. Payment of Fees: At the time an applicant wants to reserve a City building or facility, a deposit must be paid in order to reserve a building or facility. All fees must be paid in full no less than ten (10)

working days before event or the use shall be determined as being cancelled. Payment can be made by cash, check, money order, visa and master or any major credit cards. Refer to the Community Services Department Fee Schedule. All fees are subject to change.

3. Deposits: All deposits are paid to ensure proper clean-up and to cover any replacement, repairs, damage or loss. The applicant will be required to pay the full cost of materials, labor, replacement, repairs or damages (over and above the deposited funds) regardless of the amount. If damage occurs and is less than the amount of deposit, the difference shall be refunded. All deposits may be refunded within 3-4\_2 weeks via City check or credit card credit (if payment was made by credit card) **if proper clean-up is completed and no breakage or damage has occurred.** It is the responsibility of the applicant to check with staff to make sure that all conditions of the reservation regarding clean-up, any possible damages, and scheduled usage time have met with acceptable standards as established by the City. This must be completed prior to the applicant leaving the facility at the end of the function. In the event that for security or other reasons, the event must be terminated prior to the scheduled conclusion of the event, the City shall retain all fees and deposits paid. All deposits must be redeemed within sixty (60) days. This is the responsibility of the applicant. If funds are not redeemed within that time, they will be non-refundable.
4. Responsibility: The individual signing the Rental Contract/Permit will be considered to be in charge of the event and must be present, with the copy of the approved application, before the user group will be admitted to the building or facility. This individual will be responsible for the conduct of their guests and employees (bands, caterers, etc.).
5. Cancellation: Any cancellation of scheduled use of facilities or any change in hours or conditions indicated on the Rental Contract/Permit must be completed at least ten (10) working days prior to scheduled usage. In the event that a cancellation is made more than ten (10) working days by the applicant after fees are paid, a fee of \$25.00 shall be charged from the initial payment/deposit (processing fee is non-refundable). A 50% cancellation fee of the deposit shall be charged if cancelled less than ten (10) working days prior to scheduled usage. In the event that a deposit is not required, the cancellation fee will apply to facility rental fees. In the event of inclement weather, refunds will not be made for outdoor reservations/permits.

Any permits/reservations may be cancelled by the City for a City sponsored program. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made relative to the scheduled usage.

6. After all required signatures have been obtained, deposit and/or fee have been paid to the Community Services Department, and copies of the facility applications are to be distributed as follows:
  - a. Applicant
  - b. Community Services Department Clerical Assistant
  - c. Community Services Leader Assigned to Permit

**D. General**

Patrons shall only use those areas designated on the Rental Contract/Permit, and strictly adhere to the times stated on permit. **These shall include time necessary to decorate, set-up and properly clean facility.** Any problems or questions should be addressed to the staff on duty. They are available to assist in any way they can, within the limits of the permit. Additional staff may be required as determined by the City. No private vehicle shall be permitted on park premises other than the parking lot.

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City property must be protected from damage and ordinary precautions for cleanliness maintained. No leftover foods of any kind shall be left on the premises. The facility rented must be returned to the condition in which it was found and all lights, faucets and gas connections turned off before the facility is closed. In cases where property has been damaged and abused beyond normal wear, the applicant is responsible for replacement.

**E. Decorations**

No objects are to be suspended or attached to the ceiling, light fixtures, walls, windows, curtains, etc. Nails, staples, tape etc., will not be permitted on these surfaces. No candles, glitter, rice, bird seed, confetti, and other like materials are allowed in or around the facility. All decorations must be flameproof. It is suggested that the patron concentrate on table and portable room decorations. All decorations must be removed at the conclusion of the event by the applicant.

**F. Set-Up & Clean-Up**

Clean-up is the patron's responsibility. This includes wiping off table tops, ensuring chairs are clean; removing all trash from floors, wiping off all counter-tops and kitchen equipment, removal of all supplies/food, and

ensuring all property/equipment is undamaged. Restrooms must be checked for running water, papers, etc. If clean-up is not accomplished at acceptable standards or damages occur, an appropriate amount will be withheld from the deposit. Staff supervising the permit will walk through the facility with the applicant at the permit conclusion to assure the facility is in proper condition.

**G. Noise Level**

All noise and amplification must be kept to a reasonable sound level as stated in the **Placentia Municipal Code 10.32.030**. Reasonable sound level is defined as not to disturb the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff based upon PMC, the deposit will be forfeited and the event will be cancelled immediately.

When the facility is being used for a dance and/or a live band/D.J. is being used, the group shall apply for an **Activity Event** Permit at the Police Department and if required shall provide security. Group shall also apply for business license permit at the Finance Department.

**H. Security**

When, in the opinion of the Police Dept., an activity warrants the presence of one or more security personnel, the cost shall be paid by the applicant sponsoring the activity. Applicant must use a certified private security company, as determined by the Police Dept. Written proof of contract for security must be provided no later than ten (10) working days prior to scheduled event.

**I. Supervision of Events**

City staff shall be assigned at the discretion of the City to be present at all programs and/or activities. The City reserves the right to assign additional staff with 50 or more participants. Although staff would like for your event to be successful, they are unable to sign for deliveries for any rental activities or allow storage of equipment or materials. If patron is not present at the facility within 60 minutes of permit time, staff will lock up and leave the facility and all fees and deposits will be forfeited.

**J. Minors**

Requests for any youth activity must be made by a responsible adult over 21 years of age. The applicant personally accepts full responsibility and must be present during the duration of the entire permitted time. Groups composed of minors (18 years & under) shall be supervised by one (1) responsible adult (21 years of age or older) per twenty (20) minors, at all times while using facilities.

**K. Alcoholic Beverages, & Smoking Regulations, Animals**

Alcoholic beverages are prohibited in and around all City facilities.

Smoking is prohibited in all City facilities. No smoking within 20' of main entrance, exists, or operable windows (California Government Code Section 7596-7598).

No animals of any kind will be allowed in the facility (except "Service Dogs").

Both All regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking, animals and illegal drugs.

**Placentia Municipal Code 14.08.120.**

**L. Insurance**

When, in the opinion of the Community Services Coordinator, ~~Recreation Services Manager~~ or Director of Community Services Department, and activity warrants an insurance policy naming the City of Placentia as additionally insured, the cost shall be paid by the applicant. Coverage shall include public liability and property damage. Applicant must purchase said insurance privately and must provide no later than ten (10) working days prior to scheduled event.

**M. Liability Insurance**

The City of Placentia is not liable for accidental injury to persons or loss or damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage. An original document providing proof of Certificate of Liability Insurance listing the City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870, as additionally insured for \$1,000,000 may be required for certain events. The additional insured disclaimer is required along with the Certificate of Liability Insurance.

**N. Miscellaneous**

If a group fails to use the facility on two consecutive reservation dates without proper notice, this shall be cause for refusal of any further use of City facilities.

Religious services ~~shall not may~~ be held in City owned facilities. Religious organizations using city owned facilities may not use or advertise this location as their main place of business. This policy applies to all religions, ~~and is based upon separation of Church and State found within the United States and California Constitutions.~~

Any infraction of the rules and regulations shall be cause for refusal of any further use of City facilities.

Any user desiring to charge an admission fee/donation or sell any items, must submit a written request in advance. No monies can be exchanged at the facility without prior written authorization. All fundraising events including raffles or donations must have prior approval from the City.

**O. Picnic Shelters and Park Areas**

Picnic shelter reservations ~~must be made a minimum of one week (7 calendar days) days prior to requesting use date and will be~~ accepted up to 6 months in advance to the date unless a special allowance is granted by the Department.

The same procedures, rules and regulations pertain to building rental also apply to picnic shelters and park areas. Additional regulations are as follows:

- a. If no reservation is confirmed for a specific date, the shelter will be made available on a first come, first served basis.
- b. No objects or decorations are to be nailed or stapled to the shelters.
- c. For every 20 minors under the age of 18 years, the group is required to have 1 responsible adult 21 years of age or older.
- d. No alcoholic beverages may be brought to or consumed at the picnic shelter, or on the park facility. Failure to comply with this regulation will result in the immediate cancellation of the permit use and disbursement from the park facility. All fees and deposit will be forfeited. Alcoholic beverages are prohibited in City Parks. Both regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking, and illegal drugs. **Placentia Municipal Code 14.08.120.**
- e. If there is any graffiti or vandalism committed to any of the equipment or facilities, the matter will be handled by the Placentia Police Department. All fees and deposits will automatically be forfeited and permittee will be subject to additional penalties and charges.
- f. The City reserves the right to evaluate the permittee use and deduct fees according to damages, security concerns, clean-up and late departure.
- g. The City reserves the right to cancel picnic shelter /park area reservations and refund fees in full.
- h. No refunds of picnic shelter or park rentals due to Inclement weather.

**P. Fee's and Deposits**

Fees for use of facilities are set annually by the City Council. Deposits are required to secure the event date for City buildings and facilities.

- a. The Director of Community Services retains the discretion to waive deposits but cannot waive ~~facility fees, processing~~ or staff fees.

### III. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Director of Community Services.

### IV. EXHIBITS

- A. Community Services Department Schedule of Fees 7.1.09