



Parks and Recreation: Facilities Use Policy

CROWN VALLEY COMMUNITY CENTER AND CROWN VALLEY PARK
FACILITIES

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**PARKS AND RECREATION
FACILITIES USE POLICY:
CROWN VALLEY COMMUNITY CENTER
AND CROWN VALLEY PARK FACILITIES**

COUNCIL POLICY
Revised: 02/11/20
Adopted: [DATE]

The City of Laguna Niguel ("CITY") makes facilities available to the public for recreational, social, civic, commercial and private activities which are of interest and need to the community. The Parks and Recreation Facilities Use Policy is established to provide an effective framework for the administration of facility use at Crown Valley Park by providing equitable and fair access to all users and ensuring that facility use aligns with the City's mission, vision, values, ordinances and policies.

Specific rental/use procedures for each facility will be made available during the reservation process.

Please note that Athletic facilities, Laguna Niguel Aquatics Center, Skate and Soccer Park, Sea Country Senior and Community Center and City Hall are not governed by this policy.

A. GENERAL RULES AND REGULATIONS

1. Smoking, vaping, e-cigarettes, drugs or narcotics are prohibited at all CITY facilities and parks.
2. Foliage, landscape and structures shall not be defaced, destroyed or removed.
3. Rubbish, garbage and litter must be deposited in designated receptacles.
4. Barbecues are only allowed on CITY provided grills. No open personal grills or open fires permitted.
5. Firearms, weapons, fireworks, fog machines or similar smoke making devices are prohibited.
6. Amplified sound is not permitted at any facility without prior written approval and must comply with all CITY codes. The appropriate level of amplified music will be determined by the facility staff and may not interfere with regular operations or impact residential neighborhoods.
7. Golf, archery, ice blocking and the flying of motor driven or fuel propelled airplanes, rockets, missiles, drones, parachuting, remote control planes and

cars, etc., are prohibited, except at such time and place as may be designated by the Parks and Recreation Director or designee.

8. Amusement type equipment such as bounce houses, inflatables, and dunk tanks are not permitted.
9. Dogs must be on a leash not to exceed six (6) feet in length. Owners are required to clean-up after their dogs.
10. Pets are not permitted inside any CITY facility except under the ADA, service animals (dogs) that are individually trained to perform tasks for people with disabilities are permitted.
11. CITY parks are open 6:00 a.m. to 10:00 p.m. (exceptions are noted in the Athletic Facilities Use Policy.)
12. Use of the facilities does not imply endorsement or sponsorship of the event by the CITY. All publicity for events and programs must be approved by CITY prior to distribution.
13. All parking signs, restrictions, and laws must be observed and obeyed. Reservation of any CITY facility does not guarantee any amount of parking.
14. CITY is not responsible for lost or stolen items.
15. Motor vehicles are only permitted on approved roads, and designated parking areas.
16. The CITY reserves the right to photograph events for promotional purposes.
17. CITY Recognized Holidays:
Crown Valley Community Center, Sprayground, Valley Plaza and Amphitheater are not available for reservations on the following holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Easter
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve

B. RESERVED USE OF CROWN VALLEY PARK FACILITIES

Reserved use is defined as the permitted use of a facility for one or more occasions.

1. Applications

In order to reserve a Crown Valley Park CITY facility, a completed application and acknowledgement of additional rules and regulation must be submitted for consideration. A reservation is not confirmed until the CITY has issued an approved user permit and a deposit is accepted. Permits may not be transferred, assigned or sublet.

2. Reservations

a. Reservation of Crown Valley Park CITY facilities may be made up to one-year in advance.

i. An organization, group or individual cannot reserve CITY facilities more than 16 times in one calendar year, not to exceed more than two reservations in one month.

ii. No permanent rental or assignment of CITY facilities shall be made to any individual or organization. Exceptions will be made, and no fees will be charged for:

- Chamber of Commerce monthly breakfasts
- Niguel Botanical Preserve monthly board meetings
- Niguel Botanical Preserve Annual fundraising event

CITY reserves the right to prioritize availability for CITY use.

b. Responsible Parties

i. Reservations of facilities are available to persons who are 21 years of age or older.

ii. The permit holder will be the main point of contact and responsible for the use, clean-up and condition of the facility.

iii. Permit holder must be in attendance for the entire event.

c. Deposits, Payments and Fees

i. Deposits

- A conditionally refundable deposit is required to reserve a Crown Valley Park CITY facility. All deposits are in addition to rental fees and will be refunded after the event if all terms and conditions of permit are adhered to.
- If payment is not made in the allotted time, the reservation will be cancelled, and deposit will not be refunded.
- The permitted space must be cleaned and returned in reasonable condition including but not limited to clean-up of decorations, wiping spills, and disposing of trash.

- Any clean-up, repairs, or replacements will be at the cost of services and/or equipment, plus 20%.
 - a. A minimum charge for clean-up will be \$50 per hour.

ii. **Payments**

- **One-Time Facility Use**
A minimum of 50% of the total rental fee and 100% of the security deposit is due when the application is approved. The remaining payment is due thirty (30) business days prior to the proposed use. If reservation is made less than ten (10) business days prior to scheduled use date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.
- **On-Going Facility Use**
A security deposit must be paid at the time the application is approved. The remaining payment is due ten (10) business days prior to the starting date of each proposed use. If reservation is made less than ten (10) business days prior to scheduled starting date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.

iii. **Fees**

- **City Council adopted facility use fees** are provided in designated user fee schedules.
- **Staffing Surcharge**
Additional staffing fees will be assessed based upon the rental needs and requirements of the application.
- **Rental Permit Revisions**
A \$50 administrative fee will be applied for any permitted event date changes.
- **Unauthorized Rental Extension Penalty Fee**
For every thirty (30) minutes a rental exceeds the permitted time the following fees apply:
 - i. \$100 Penalty Fee
 - ii. Hourly Staffing Fees
 - iii. Hourly Room Rental Rates

iv. **Resident Non-Profit Fee Waiver Eligibility**

Qualifying resident based 501(c) organizations with an ongoing facility use of more than eight (8) occurrences per year, may qualify for a fee waiver of the regular rental fee up to one time per quarter.

d. Rental Cancellation

Cancellations must be received in writing prior to the specified rental date. A \$75 fee will be charged in addition to all the following:

- i. 90 Days or More: All deposits and fees will be refunded in full.
- ii. 89 Days to 31 Days: Forfeiture of 50% of the room rental fee.
- iii. 30 Days or Less: Forfeiture of 100% of the room rental fee.

e. Facility Use Denial and Revocation

Facility use may be denied or revoked by the CITY Parks and Recreation Director or designee based on any of the following:

- i. Unavailability of requested times.
- ii. Hazardous conditions of the facility.
- iii. Maintenance or emergency repairs.
- iv. Any person or group with an outstanding balance due to the CITY.
- v. Past violations by applicant of CITY regulations pertaining to use of facilities.
- vi. If the activity is not compatible with accepted legal and moral standards, and/or detrimental to the best interest of the CITY.
- vii. If any requirements of the user permit regulations are not met.
- viii. Misrepresentation of use/user/falsification of documents.
- ix. Inadequate supervision.

If a permit is revoked, use denial is effective for one (1) year. After one (1) year, the applicant may appeal to the CITY Parks and Recreation Director or designee for issuance of a new permit.

3. Scheduling Priorities

CITY sponsored, co-sponsored and government agency events have priority over all other groups. In the event of conflict, the Parks and Recreation Director or designee may reschedule any group.

4. Definition of User Groups

A Laguna Niguel resident permit holder must have a physical address (not a P.O. or other business name) within the CITY limits and provide proof of residency with photo ID and current utility or service bill.

Facility fees are charged to the permit holder based on the applicant user group for which the event serves or benefits.

Groups are classified into two categories:

<u>Resident</u>	<u>Non-Resident</u>
Non-Profit 501(c)	Non-Profit 501(c)
Private	Private
Commercial	Commercial

The categories are further defined as:

Non-Profit 501(c): All non-profit organizations must submit proof of status (federal and/or state tax exemption determination letter required.)

Private Party: Any person or non-commercial entity reserving a facility for a non-commercial/non-monetary event for themselves, their minors or their immediate family members, e.g. birthday party, wedding reception, family reunions.

Commercial: Any person, organization, and/or company reserving a facility for use by or for commercial/business entity or requires attendees to pay an admission, pay for goods or services, or generating sales leads.

- i. Resident Permit Holder: Business name and address must be within the CITY limits of Laguna Niguel, CA 92677

5. Youth Parties and Functions

One adult chaperone (21 years or older) will be required for every ten youth (17 years or younger) in attendance. Fifty percent (50%) of the chaperones must be parents or legal guardians of the youth in attendance. A list of chaperones and their corresponding ten youth is required.

6. Alcoholic Beverages

a. Conditions of Use

- i. An alcohol deposit is required for all groups/organizations serving/selling alcohol.
- ii. Liquor Liability insurance requirements are determined based on the CITY's risk assessment of the event.
- iii. Injuries or damages caused to any person or facility as a result of alcoholic beverages being served, consumed or available on the CITY's premises, shall be the sole responsibility of the permit holder.

- b. Requirements for Selling Alcohol
 - i. Applicants who would like to sell alcohol must apply for an Alcoholic Beverage Control (ABC) Use Permit from the County of Orange. A copy of the ABC permit must be submitted to the CITY.
 - ii. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including the rules and regulations of the Alcoholic Beverage Control Commission.
- c. Restrictions on Use of Alcohol
 - i. The CITY requires permit applicant to specify the type of alcohol being served before permit approval.
 - ii. The consumption of alcoholic beverages is limited to the room(s)/spaces listed on permit. No alcohol is allowed in the restrooms, hallways, kitchen or parking lots.
 - iii. Bringing your own bottle of alcohol to any event is not permitted.
 - iv. No additional alcohol may be brought into the facility once the event has commenced.
 - v. All alcohol must be consumed from a clear container provided by a server, age 21+, at a bar.
 - vi. Alcohol servers are not permitted to consume alcohol.
 - vii. Bottles must remain in the kitchen or behind a bar. Exception: host served wine or champagne. Champagne must be opened in the kitchen or away from the general public.
 - viii. Alcohol may not be served, sold or consumed without security guard present.
 - ix. Alcohol service is limited to a maximum of five (5) hours and may not be served during the designated set-up or clean-up period.
 - x. The service of alcoholic beverages must end one hour prior to the end of the event.
 - xi. Alcohol will not be approved for youth parties or events honoring youth. A youth event is classified as an activity where more than 50% attending are under 21 or a party or program honoring someone under 21.
 - xii. If minors are found to be in possession of alcoholic beverages, the activity will be terminated immediately, and deposits will be held.

7. Security Services

The CITY reserves the right to require security guard services at any activity held in CITY facilities at the applicant's expense.

- a. Non-alcoholic events: One guard for up to 150 in attendance, per CITY discretion.

- b. Alcoholic events: One guard for up to 100 attendees; two guards for 101-200 attendees; three guards for 201-300 attendees, per CITY discretion.

CITY sponsored or co-sponsored events are exempt and do not require security guards.

8. Insurance

Permit holder may be required to provide liability insurance for reservations. Insurance requirements are determined based on the CITY's risk assessment of the event and vary by the type of event/activities/uses, facility location, and number of anticipated guests. Requirements are subject to change without notice.

The insurance certificate must meet CITY requirements, name the CITY, and their officers, employees and agents as additionally insured and cover all activities associated with the use of CITY facilities.

9. Capacity Uses

Users must adhere to the maximum capacity use of CITY facilities, as determined by State and CITY codes, ordinances and regulations.

10. Storage

CITY does not provide storage and reserves the right to remove any remaining items from the premises or stored at the owner's expense, including administrative costs to dispose of unclaimed property.

11. Decorations

Decorating time must be included in the approved rental time. Nails, staples, tacks, tape or anything that may damage the building shall not be permitted. Candles, open flames, confetti, glitter, straw, hay, bird seed, rice, bubbles, petals, and other granular surfaces are not permitted. Prior approval must be obtained for the use of helium balloons and a fee will be charged for the removal of any/all balloons which remain in the vaulted ceiling, lights, etc. of the facility. Rental patrons must supply their own ladders for decorating. All decorations must be removed by user immediately following the activity.

12. Fundraising

Only valid 501(c) non-profit groups shall be allowed to use CITY facilities for fundraising purposes. Organizations will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit. All rental fees apply.

13. Banners/Signage

Banners or signage is not permitted on/at any CITY facilities without prior written approval and must comply with all CITY codes.

For any event, the following disclaimer is required on any flyer/notice or electronic communication: "This event is a private reservation and is not endorsed or sponsored by the City of Laguna Niguel."

C. CROWN VALLEY PARK FACILITIES

The following policies pertain to the use of specific facilities at Crown Valley Park.

1. Community Center

- a. All General Rules and Regulations (Sections A and B) apply to the Crown Valley Community Center unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Variable public hours are subject to season, holidays, and programmed activities.
- d. The facility may be reserved during the following hours depending on availability:

Monday through Thursday:	7:00 a.m. to 11:00 p.m.
Friday:	7:00 a.m. to 12:00 midnight
Saturday:	6:00 a.m. to 12:00 midnight
Sunday:	6:00 a.m. to 11:00 p.m.

Public hours are subject to change.

2. Amphitheater

Limited reservations are available for small capacity, non-profit and private events, such as ceremonies and meetings. It is not available for commercial use.

- a. All General Rules and Regulations (Sections A and B) apply to the Amphitheater unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
 - i. Lights are available for an additional fee. The fee charged will cover the entire cost of lights and staff as determined by the current costs of personnel, electric and lighting available.
- c. The facility may be reserved during the following hours depending on availability:
 - i. Daily 9:00 a.m. to 9:00 p.m.
- d. Amphitheater availability is based on park usage, capacity and on-going park programs.
- e. Maximum attendance for a reservation is 200 people.

- f. Reservations cannot exceed four (4) hours, with two (2) hours allotted for set-up and clean-up.
- g. Alcoholic beverages are not permitted in the Amphitheater.
- h. Food service or preparation is not permitted. Light refreshments such as cookies and beverages can be served immediately before or after event.
- i. Banquet tables and chairs are not allowed on the grass. Low beach chairs are appropriate for general seating.
- j. Non-amplified musical accompaniment such as guitar, flute or harp is permitted. Electric power is available by arrangement. Small sound systems are appropriate for announcements and moderate background music. Decibels should not exceed 90 dbl at the source, 60 dbl at 100 feet.

3. Valley Plaza

Limited reservations are available for small capacity, non-profit and private contained events, such as ceremonies, and meetings. It is not available for commercial use.

- a. All General Rules and Regulations (Sections A and B) apply to the Valley Plaza unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Valley Plaza availability is based on park usage, capacity and on-going park programs.
- d. Maximum attendance for a reservation is 50 people.
- e. Alcoholic beverages are not permitted.
- f. Food preparation is not permitted.
- g. Non-amplified musical accompaniment such as guitar, flute or harp is allowed. Electric power is available by arrangement. Small sound systems are appropriate for announcements and moderate background music. Decibels should not exceed 90 dbl at the source, 60 dbl at 100 feet.

4. Sprayground

- a. All General Rules and Regulations (Sections A and B) apply to the Sprayground unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Hours of Operation

- i. Open Sunday-Saturday, Memorial Day through Labor Day, from 10:00 a.m. to 4:00 p.m.
 - ii. Open for Capistrano Unified School District and Saddleback Valley Unified School District Spring Breaks.
 - iii. Subject to facility closures based upon weather and maintenance.
- d. The facility may be reserved for private rentals, for two (2) hours, during the following hours: 5:00 p.m. to 7:00 p.m. during normal summer operating schedule.
 - e. Group reservations are available for no more than 25 people and permits are required.
 - f. Alcoholic beverages are not permitted.
 - g. Glass is not permitted.
 - h. Banquet tables or chairs are not permitted to be set-up.
 - i. Food service or preparation is not permitted. Light refreshments and beverages are allowed at the picnic tables adjacent to the Sprayground.
 - j. Amplified music is not permitted.

Attachments:

- A. Facilities Use Fee Schedule for Crown Valley Community Center, Sprayground, Valley Plaza and Amphitheater**