

Permit #:



# City of La Puente – Recreation Services Department Park Reservation Application

15900 E. Main Street • La Puente, CA 91744

Name of Applicant: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Anticipated Attendance: Adults \_\_\_\_\_ Youth (under 17) \_\_\_\_\_

Hours of Use (including set-up and take down): From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

Please indicate the Facility to be rented:

**Fields/Concession Stand**

- F1 Field South of Basketball Courts
- F2 Field North of Softball Field #2\*
- F3 Field South of Jimenez Softball Field\*
- LL1 Ayala Baseball Field\*
- LL2 Storing Baseball Field\*
- SB1 Jimenez Softball Field\*
- SB2 Softball Field #2
- SNB1 Snack Bar
- SNB2 Snack Bar Storage

**Courts/Lights**

- BB1 Basketball Court (Eastside)
- BB2 Basketball Court (Westside)
- HB1 Handball Court (Eastside)
- HB2 Handball Court (Westside)
- \*Field Lights Hours (if requested)  
from \_\_\_\_\_ to \_\_\_\_\_.

**Picnic Shelters/Other**

- S1 Shelter
- S2 Shelter
- S3 Shelter (Eastside)
- S4 Shelter (Westside)
- Other: \_\_\_\_\_

The undersigned hereby states, under penalty of perjury, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the policies and regulations of the City of La Puente pertaining to the use of City park and recreation facilities, a copy of the receipt of which is hereby acknowledged. Further the undersigned accepts, warrants and agrees to comply with all laws, policies, rules and regulations of the City of La Puente pertaining to the use of City facilities, and to hold the City of La Puente, its agents, officers, employees and volunteers harmless from any liability or damage to persons or property which may arrive by reason of any such use. The undersigned will promptly, upon receipt of notice, reimburse the City of La Puente for any expense, loss or damage, including attorneys' fees, incurred by said City and City property as a result of non-compliance with any of the approved terms of this permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Application:  Approved • Indicate any Special Conditions: \_\_\_\_\_  
 Denied • Indicate Reason: \_\_\_\_\_

Required Insurance:  Yes  No Amount: \$1,000,000 La Puente Resident:  Yes  No

Fees: \_\_\_\_\_ Staff: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ x \_\_\_\_\_ hours \$ \_\_\_\_\_

Cash  Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Copy to Maintenance  Calendar  Park Book  ActivNet  
 Reservation Notice

Recreation Services Department Signature



City of La Puente – Recreation Services Department  
**Picnic Shelter  
Rules and Regulations**

15900 E. Main Street • La Puente, CA 91744

Reserved picnic shelters are provided with shaded covers, picnic tables, and barbecues.

- A. Picnic shelters not reserved are available based on a first come first served basis.
- B. Picnic shelter reservations have a two (2) hour minimum.
- C. Picnic shelter reservations require one (1) hour break between each reservation.
- D. Decorations can be displayed in such a manner that does not damage or deface the facility.
- E. Picnic shelters must be returned to their original state prior to the reservation and all decorations and materials must be removed.
- F. Picnic shelters during the months of April through August can be reserved Monday through Sunday from 7:00 a.m.-8:00 p.m.
- G. Picnic shelters during the months of September through March can be reserved Monday through Sunday from 7:00 a.m.-5:00 p.m.
- H. Reservation notices will be posted at the Park by City staff with an additional copy of the application provided for the applicant.

#### **CONDITIONS OF USE**

- A. In the event that conditions of the approved Park Reservation Application for the use of the Park and facilities are not adhered to, the City maintains the right to amend/revoke permission for use of any Park amenities or facilities at any time.
- B. There shall be no continuous exclusive privilege conferred for any activity or use unless designated by the City. All standing reservations are subject to periodic review and cancellation according to the needs of the City. Occasionally, the City may find it necessary to reschedule or relocate a reservation, in which case, the City will give as much notice as possible.
- C. Persons using the Park facilities must agree to comply with laws, ordinances, policies, and rules and regulations of the City pertaining to the use of City's parks and facilities. Person(s) or group are not to hold the City responsible for liability or damage to any person or property during the use of the Park and will provide proof of proper and necessary insurance (if required).
- D. Persons that are granted an approved Park Reservation Application use the Park's picnic shelters, athletic fields, and/or other amenities and facilities, are responsible for applicable park facility use fees and any other costs incurred as a result of damage cause to the City property and/or equipment.

#### **APPLICATIONS AND RESERVATIONS**

- A. A Park Reservation Application for Reservation and Permission to use the Park is required from any person(s) wishing to utilize Park facilities. Reservations will be made in the order of receipt of the application by the Recreation Services Department and subject to availability. Only sections of the Park can be reserved by any person(s) in order not to limit other use by the general public.
- B. All Park Reservation Applications to use Park picnic shelters, athletic fields, or other amenities shall be reviewed and issued by the Recreation Services Department. Applications may be obtained Monday through Thursday, from 7:30 a.m. to 5:30 p.m., and alternate Friday's, from 8:00 a.m. to 5:00 p.m. at La Puente City Hall, Recreation Services Department, located at 15900 E. Main Street, La Puente, CA 91744. Recreation Services Department telephone number is (626) 855-1500.
- C. Persons wishing to make reservations must be at least 18 years old. A Park Reservation Application for the use of the Park shall be issued only to responsible adults (over age 18) who will be present at the Park throughout the duration of the activity.
- D. All applications require a current California I.D. or Drivers License.
- E. All fees and deposits are required at the time of each Reservation request unless otherwise designated by the City. If denied, fees and deposits will be reimbursed to the applicant within ten (10) working days.
- F. Reservations are accepted and Permission for the use of the Park facilities will be permitted on certain holidays. The user must reimburse the City for all staff costs associated with their reservation on a holiday. Holidays that reservations will not be made on: Thanksgiving, Christmas, New Year's Day, Easter, Memorial Day, July 3 (Citywide Special Event), Fourth of July, and Labor Day.

- G. All Park Reservation Applications for the use of Park facilities shall be filed at least two (2) weeks and not more than ninety (90) days prior to the reservation date.
- H. No approved Park Reservation Application for the use of Park facilities shall be granted unless or until the application has been made, signed by the responsible citizen individual, and all fees and requirements have been met.
- I. Cancellation of reservations must be made not less than forty-eight (48) hours before the time and date of the Reservation. The person granted an approved Park Reservation Application for the use of Park facilities shall be held responsible for payment of any costs incurred by the City for failing to use the Reservation and Permission for the use of Park facilities without timely cancellation.
- J. Failure on the part of the authorized holder of an approved Park Reservation Application for the use of Park facilities to abide by applicable City regulations may result in denial of future use of City facilities.
- K. All matters concerning reservations shall be handled by the applicant and the Recreation Services Department.
- L. The hours specified on the application shall determine the length of time the Park facility may be used and special permission must be obtained from the City before any extension of time may be allowed.
- M. No approved Park Reservation Application for the use of the Park facilities shall be granted to any person, group, or organization whose purpose is to advocate the overthrow of the government of the United States or of a State by force or violence, or any unlawful means.
- N. Unless specifically stated on the application, it is expressly understood that activities will not be fund raisers or benefit affairs; that no admission is to be charged; that no tickets will be sold, and that no solicitations, collections of donations will be made. Exception: Similar fund raising is permitted to be conducted by organizations that are members of the La Puente Youth Sports Coalition and City sponsored events recognizing that all proceeds from such fund raising are for the benefit of the residents of the City.
- O. Whenever a Park facility is in great demand the City shall restrict uses of such facility, by first-come, first-served basis, unless applications for the same date and time are received, at which time the Park and Recreation Commission shall make the determination.
- P. The City shall not cancel an approved Park Reservation Application for the use of Park facilities within thirty (30) days of a scheduled event, unless forced to do so by an unavoidable or emergency circumstances.
- Q. An approved Park Reservation Application for the use of Park facility may be summarily revoked by the City Manager or in his/her absence by the Recreation Services Director, under the following circumstances: violation of the La Puente User Guide rules, unlawful activity, or where there is a clear threat to public health, safety and/or general welfare; or necessary for the protection of public property.
- R. If the use of restroom facilities is required, the user or holder of the approved Park Reservation Application must immediately upon termination of the activity before the scheduled time, notify the City staff to enable the staff to promptly secure the open restrooms.
- S. The City Council maintains the right to amend or revoke permission for the use of any Park facility at any time.
- T. The City Council also reserves the right to approve a Park Reservation Application for the use of Park facilities that may supersede a previously approved reservation (i.e. approval of a facility use for a community carnival on the multi-purpose athletic fields where an existing approval for the use of the Park facilities was previously approved). Any fees paid by the original permit holder shall be applied to other dates or refunded.

## **INSURANCE**

- A. At the discretion of the Recreation Services Director/designee, the City shall require park facility use applicant organizations to provide a Certificate of Liability Insurance, minimum amount of one million dollars (\$1,000,000) naming the City as additionally insured. If an individual does not have insurance and they qualify for the use of Park facilities, they can purchase single event coverage through the City. Evidence of the required insurance must be submitted to the City at least one week prior to the scheduled facility use.
- B. All field rentals and picnic shelter reservations of one hundred (100) or more persons will require insurance.
- C. The amount of the required insurance shall be a minimum of one million dollars (\$1,000,000), but may be adjusted at the discretion of the City Manager or designee.
- D. The City shall not be responsible for lost or stolen articles. Any person or groups to whom a Park Reservation Application for the use of Park facilities is granted shall be responsible for any loss or damage, if any, which may result from the said use of the Park.

## PARK RULES AND REGULATIONS

The following regulations and rules of conduct shall apply to persons given an approved Park Reservation Application for the use of Park facility:

1. Report emergencies immediately to one of these agencies:

EMERGENCIES	911
L.A. County Sheriff's Department	(626) 330-3322
L.A. County Fire Department	(626) 968-1720
Park Maintenance/Broken Sprinklers	(626) 255-0005

2. Report any problems the first working day following your Park use: (626) 855-1500.
3. The Park facilities shall be left in the same condition as found prior to your use.
4. Activities for minors shall be supervised by responsible adults on the ratios of at least one adult, plus one additional adult for every twelve (12) minors. Adult supervisors shall be present at all times during such uses.
5. City equipment is to be used only at assigned locations and is not to be moved without prior authorization by the City.
6. Outdoor cooking is restricted to facilities provided unless prior approval is given by the City.
7. The use of tobacco in any form is prohibited within any public building. The smoking of any form of tobacco is prohibited within twenty (20) feet of the entrance of any public building and within twenty (20) feet of the children's Playground, Ayala, Storing, and Jimenez fields including all adjacent bleachers and the concession building at La Puente Park, pursuant to La Puente Municipal Code ("LPMC") Section 3.68.026.
8. Pursuant to California Health and Safety Code Section 11380.5, Park is designated as a drug-free zone. The possession, sale, or use of un-prescribed drugs within any public park or public parking lot within or adjacent thereto, or within any public building or parking lot adjacent thereto is prohibited, pursuant to LPMC Section 3.68.031.
9. It is unlawful for any person, firm, or corporation to take, carry, or otherwise transport any firearm into any public park or other public property under the jurisdiction of the City or the County of Los Angeles or to have in their possession any firearm with any such park or public facility, pursuant to LPMC Section 3.68.040.
10. The possession, sale or use of un-prescribed drugs within the Park or public parking lot within or adjacent thereto is prohibited, pursuant to LPMC Section 3.65.031.
11. Notices/banners/posters/fixtures/signs to be posted in or at Park must receive prior approval for being posted on Park facilities. Nothing is to be affixed to trees or buildings. Such signs must be approved by the Recreation Services Department and must be included in the application process.
12. Littering at the Park is prohibited. All litter and debris is to be disposed of by park users prior to leaving the premises.
13. There shall be no golfing practice, model airplanes, helicopters, or cars (with electric or gasoline motors), go-carts, mini-bikes, off-road vehicles/etc., animals except for seeing eye dogs, vehicles, permitted on City park facilities except at those special events specifically approved (Examples: Annual dog vaccination clinic, bicycle clinic, and City vehicles).
14. Only City authorized vehicles are allowed on City park maintenance roads. Organizations with prior approval may use roads for loading/unloading supplies only. Arrangements for the opening of locked service road gates must be made with the Recreation Services Department or Public Works Department.
15. No vehicles are to be driven on grass/turf areas at any time without the express prior approval of the Recreation Services Department or Public Works Department.
16. It is unlawful to park any vehicle at any park or public facility, unless the operator of the vehicle is using the facilities that are provided at the park or public facility, pursuant to LPMC Section 3.68.050.
17. The use of profane or abusive language, quarreling, or fighting, betting or any form or gambling, and the conduct of raffles or lotteries are expressly prohibited on City parks or facilities.
18. For safety purposes, no glass containers are permitted at the Park.
19. All public parks are closed from 11:00 p.m. to 6:00 a.m. of the next succeeding day. It is unlawful for any person to enter any public park, including any public parking lot within or immediately adjacent to the park, during such hours, pursuant to LPMC Section 3.68.020.

20. The Park or facilities shall not be used by groups later than 10:00 p.m. unless special permission is secured in advance. Minors under the age of eighteen are subject to City's Curfew regulations, as set forth in LPMC Chapter 3.56.
21. Entry to the Park is not permitted before 6:00 a.m.; picnic tables, fields, and courts that have not been reserved with an approved Park Reservation Application for use of Park and facilities are available on a first come basis each day and may not be reserved for the following day. Individuals and/or groups seeking to use field(s) and/or court(s) for the purpose for which they are designed shall have priority over individuals and/or groups using the field(s) and/or court(s) for other uses (i.e. softball on Jimenez and softball field #2 has priority over kite flying, soccer on a City lined soccer field has priority over sack races, handball on handball courts has priority over dodge ball, etc.).
22. The presence of fireworks at the Puente Park is strictly prohibited at all times, except for City sponsored fireworks displays, pursuant to LPMC Section 3.68.045.
23. Carnival rides and other commercial attractions (moonbounce, etc.) are prohibited at the Park, except for City sponsored events.
24. The use of burning candles or any other continuous open flame, or any other material or device, which constitutes a fire hazard, is expressly prohibited in the Park or any facilities, except for traditional candles on a birthday cake or similar occasion.
25. The attachment to buildings, furnishings, or fixtures of signs, posters, banners, or decorations shall be prohibited unless the location and method of attachment are approved in advance by the City. No method of attachment shall be approved which may mar or deface the facilities (Examples: masking tape or other adhesive tape, nails, glue, etc.)
26. No outdoor overnight camping shall be permitted in City parks, unless pursuant to City's Recreation Programs.
27. Barbecues whether propane or charcoal are not allowed to be brought onto the park, unless prior approval is given by the City.
28. Park users are to exercise consideration regarding their activity and noise level to not unduly interfere or disturb other Park users or neighboring residents.
29. Baseball (hardball) shall only be played on Ayala and/or Storing fields. Hardballs are not to be used or played in open field areas or on softball fields unless a warm-up area is designated (for the throwing of hardballs only) by the Recreation Services Department.
30. The hitting of pitched balls (from a pitcher, coach, or pitching machine) will only be allowed on a regulation field with a stationary backstop.
31. No "pepper" with baseballs or softballs or the kicking of soccer balls or similar activity against facility fencing or structures shall be permitted.
32. The City reserves the right to close any facility at any time for repair, maintenance, or emergency.

**PRIVATE VENDORS**

- A. Any peddling unless otherwise approved for a community event including, but not limited to, a carnival, fair, organized picnic or fund raiser is not allowed. However, such peddling shall only be done by peddlers who have applied for and received a business license and any other permit required by the City for participation in the community event (s), pursuant to LPMC Section 5.42.040.
- B. User groups authorized to employ services of private vendors shall be required to furnish to the City: proof of the vendor's current appropriate health permits, certificates of insurance, and City business licenses from said vendor unless waived by the City.

**IN VIOLATION**

Any violation of the above conditions shall render the Reservation and Permission for the use of Park and facilities approval null and void and the person or group permitted the use of the Park shall upon notice, by City staff, cease use of the Park and its facilities. Additionally, such holder may be subject to applicable penalties for violation of LPMC. The holder of Reservation and Permission for the use of Park facilities may only resume use of the facility if approval is granted by the City Council after a review of the facts and circumstances leading to the suspension of the use, if such a review is requested in writing by the said holder within ten (10) days of City's notification to cease the use of the Park.

<p><i>I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing La Puente Park, as set forth by the City of La Puente and have received a copy of them.</i></p>		
<p>_____</p> <p><i>Signature of Applicant</i></p>	<p>_____</p> <p><i>Date</i></p>	<p>_____</p> <p><i>Staff Signature</i></p>