

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING Wednesday, March 2, 2016 – 7:00 P.M.

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
 - Commissioner Bell
 - Commissioner Carvajal
 - Commissioner Jempsa
 - Commissioner Jorge
 - Vice Chair Decker
 - Chair Wilson
3. **PLEDGE OF ALLEGIANCE**
4. **ORAL COMMUNICATIONS**

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

5. MINUTES

Approval of the minutes for the regular meeting of November 4, 2015.

6. STAFF REPORTS

A. Los Alamitos Spring Carnival featuring the Egg Hunt

This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Spring Carnival.

Recommendation: Commission receive and file.

B. Community Center and Picnic Shelter Policy and Rentals

This report provides the Parks, Recreation & Cultural Arts Commission information regarding the revised Community Facility and Shelter Use Policy.

Recommendation: Review the revised Community Facility and Shelter Use Policy regarding policy revisions and fee increases.

C. California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)

This report provides the Parks, Recreation and Cultural Arts Commission the opportunity to consider nominees for the 2016 CPRS District 10 Volunteer Merit Award.

Recommendation: Commission receive, consider, select a nominee(s), and file.

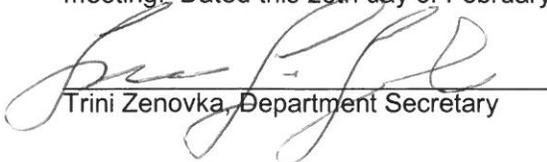
7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

8. COMMISSIONER REPORTS

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

9. ADJOURNMENT

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 25th day of February 2016.


Trini Zenovka, Department Secretary

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS**

REGULAR MEETING – WEDNESDAY, February 3, 2016

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, February 3, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson presiding.

2. ROLL CALL

Present: Commission Members: Bell, Decker, Jempsa, Jorge, Wilson

Absent: Commission Members: Carvajal

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Chair Wilson led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Chair Wilson opened Oral Communications. There being no one present wishing to speak, Chair Wilson closed Oral Communications.

5. MINUTES

Motion/Second: Decker/Jorge

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of January 6, 2016.

7. STAFF REPORTS

A. Pool Update

After several meetings between the Joint Forces Training Base (JFTB) staff and City staff and elected officials took place over the past year, in mid-January the City received a briefing on the transition of the pool back to the JFTB Morale, Welfare and Recreation (MWR). JFTB MWR will be assuming maintenance and operations of the pool as of March 1, 2016. The JFTB Department of Public Works (DWP) will be taking over repairs and maintenance and MWR will take over operations. Their plan is to have a “transition” time between March 1 – August 31, 2016 that will allow the City to continue to act as the scheduler for the pool during that time at \$62-98/hour. Staff has been working toward determining the financial implications of continuing City-operated programs and present to the City Council with alternatives to determine the future of the City’s aquatics program.

Staff has spoken with nearly all of the current Pool User Groups to discuss the implications, with most organizations expressing their concern about the significant increase in pool rent. Rumors have already begun to impact participation in City and User Group programs, causing participants to begin looking for alternative clubs and locations for swimming lessons.

Commissioner Bell and Chair Wilson have requested to review the financial implications.

B. Southland Credit Union 35th Annual Los Alamitos Race on the Base

Emeline Noda, Recreation Manager brought samples of our new swivel medals for the Commission to view before being distributed. Race on the Base (ROTB) has grown to be the City's largest special event and draws thousands of people to Los Alamitos and the JFTB. Registration is currently down quite a bit from last year and is likely due to many competing events, specialized in a variety of themed races that make it difficult for runners to commit and the threat of "El Nino" weather predictions.

Community Charity Partners and Official Charity Partners allow non-profit organizations to fundraise for their cause while participating in the event and fundraise on behalf of their charities at ROTB. Charity Participation and Cheer Station Challenge was created to add excitement to the course and encourage participants during their race with creative themed cheer stations while fundraising for local charities.

There will be a large Registration and Vendor Expo Tent, adjacent to the Start and Finish Line again this year. Continued from last year is an expansion of the health and wellness component of the event with the expansion of the Los Alamitos Medical Center Health and Wellness Expo. The majority of parking for vendors, volunteers, participants, and spectators will be on the tarmac. On Friday traffic onto the base will be through Lexington only and Saturday will through Lexington gate and exiting will take place through the Orangewood gate as it was effective at the 4th of July event.

Chair Wilson had attended both Traffic and Planning Commission meeting and staff invited the Personnel Appeals and Cable Commissions to participate in the Commission/Council participation challenge.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Corey Lakin, Recreation and Community Services Director reported that City Council is very excited and supportive of the Weekend of the Art in Los Alamitos. In the coming weeks staff will be working with Commissioner Bell to finalize additional details.

The Spring Brochure will be pushed out a few weeks late February or early March and registration will start right away, classes begin in April, allowing changes to the aquatic programs and venue the Music and Movies.

Ron Noda, Recreation Manager provided an update on McAuliffe field, stating that it will reopen on February 16, 2016. Our volunteers will be volunteering at Katella Senior Living helping to make door hangers on February 9.

We have a new Police Chief Eric Nunez who came from the City of La Palma and Chief Todd Mattern retired two weeks ago. The new Chief is very involved and supportive of our Department and staff is excited to work with him.

California Parks and Recreation Society (CPRS) Conference will be in Long Beach March 8-11, 2016. If you are interested in attending the conference or vendor expo, please let us so that we can make arrangement for you to attend.

Corey Lakin reported that he was elected to one of 12 Board Members for the State Board of the CPRS for the next two years and very excited to be the Region 5 Representative, serving members from San Diego to Los Angeles.

9. COMMISSIONER REPORTS

Commissioner Jempsa did not have any items to report.

Commissioner Jorge and his family will be attending ROTB.

Chair Wilson has accepted Councilmember Edgar's ROTB time challenge. He was happy to get support from City Council for Weekend of Art in Los Alamitos and in support of Councilmember Hasselbrink's discussion item to appropriate \$40,000 for special events to reduce some of the burden on staff fundraising. He had a great experience at the pool with swim lessons and feel very passionate in keeping this for the community.

Vice Chair Decker requested to be added to the ROTB volunteer group for both Friday and Saturday.

Commissioner Bell and his son distributed ROTB posters throughout the City.

10. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:29 p.m.

Josh Wilson, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

March 2, 2016
Item No: 6A

To: Josh Wilson, Chairperson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Megan Shimada, Recreation Coordinator

Subject: Los Alamitos Spring Carnival featuring the Egg Hunt

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Spring Carnival.

Recommendation: Commission receive and file.

Background:

The Los Alamitos Recreation and Community Services Department will be hosting its annual Spring Carnival at Little Cottonwood Park on Saturday, March 26, 2016 from 9:00-11:00am. The carnival will feature the popular egg hunt, vendor booths, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit. A coloring and drawing contest will also be a highlight to the event for the third year.

Discussion:

Approximately 2,500 people will come out to Little Cottonwood Park to enjoy the annual Spring Carnival. In past years, the carnival has predominately taken place in the parking lot of Little Cottonwood Park. However, with the growing number of attendees, the event is now being moved out onto the grass area (Attachment 2). This will provide more parking for our guests and larger area for families to maneuver throughout the event activities.

The Spring Carnival will have three egg hunt areas that will be divided according to age, carnival game booths, arts and crafts, activities, and a photo area with Peter Rabbit. The egg hunt areas will be split up into three areas according to age:

- 1) Ages 1 to 3
- 2) Ages 4 to 7
- 3) Ages 8 to 14

In each area, a Golden Egg will be hidden and a \$50 gift card to Target will be given to the child who finds it.

Children in grades Pre K – 5th grade are again invited to participate in the “Coloring & Drawing Contest” (Attachment 3). The contest will be split into two divisions: Pre-Kindergarten through 2nd grade 3rd grade through 5th grade. The Pre K – 2nd grade division will color a premade coloring sheet which is available on the City website and at the Los Alamitos Community Center (Attachment 4). The 3rd – 5th grade division will submit a drawing that reflects the theme “Springtime in Los Alamitos.” The Parks, Recreation and Cultural Arts Commissioners is requested to judge the entries. Staff will send the entries via email to the commissioners for selection or Commissioners can come to the Community Center to vote. The winning entries along with “honorable mentions” will be displayed the day of the Spring Carnival. Each winner will receive a \$50 gift card to Toys-R-Us.

The Recreation and Cultural Arts Commissioners are invited and encouraged to participate in this year’s event. Commissioners’ tasks will include being the emcee for the event and awarding the prizes to the winners. Below is the schedule that Commissioners are being requested for:

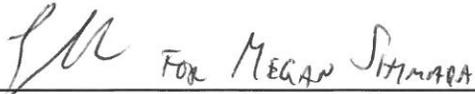
- 8:45 – 10:15 am
 - Emcee – welcome community members to the event
 - Start the three Egg Hunt areas
 - Hand out awards to the finders of the Golden Egg

Parks, Recreation and Cultural Arts Commissioners interested in attending this year’s Spring Carnival should contact staff at the Recreation and Community Services Department.

Fiscal Impact:

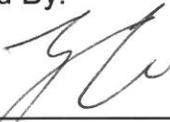
Funding for the event is budgeted in the Special Events Division of the Recreation and Community Services Department. The Spring Carnival will also gain revenue funds from possible food trucks and vendors. To date, AYSO Region 159 has contributed \$2,500, the Los Alamitos Senior Club has contributed \$250, and the New York Travel Club has contributed \$250 for a total of \$3,000 to assist in offsetting expenses for the event.

Submitted By:

 For MEGAN SHIMADA

Megan Shimada
Recreation Coordinator

Approved By:



Corey Lakin
Recreation & Community Services Director

- Attachments:
1. *Spring Carnival 2016 Banner*
 2. *Spring Carnival 2016 Event Layout*
 3. *Spring Carnival 2016 Coloring Contest Rules*
 4. *Spring Carnival 2016 Coloring Sheet*

City of Los Alamitos Recreation & Community Services Department

Spring Carnival

Saturday, March 26th 9-11 am

Little Cottonwood Park - 4000 Farquhar Avenue

Event will be canceled if there is inclement weather

SPONSORED BY:



ayso159.org

EGG HUNTS
BEGIN AT
9:30 AM!



FREE
ENTRY!

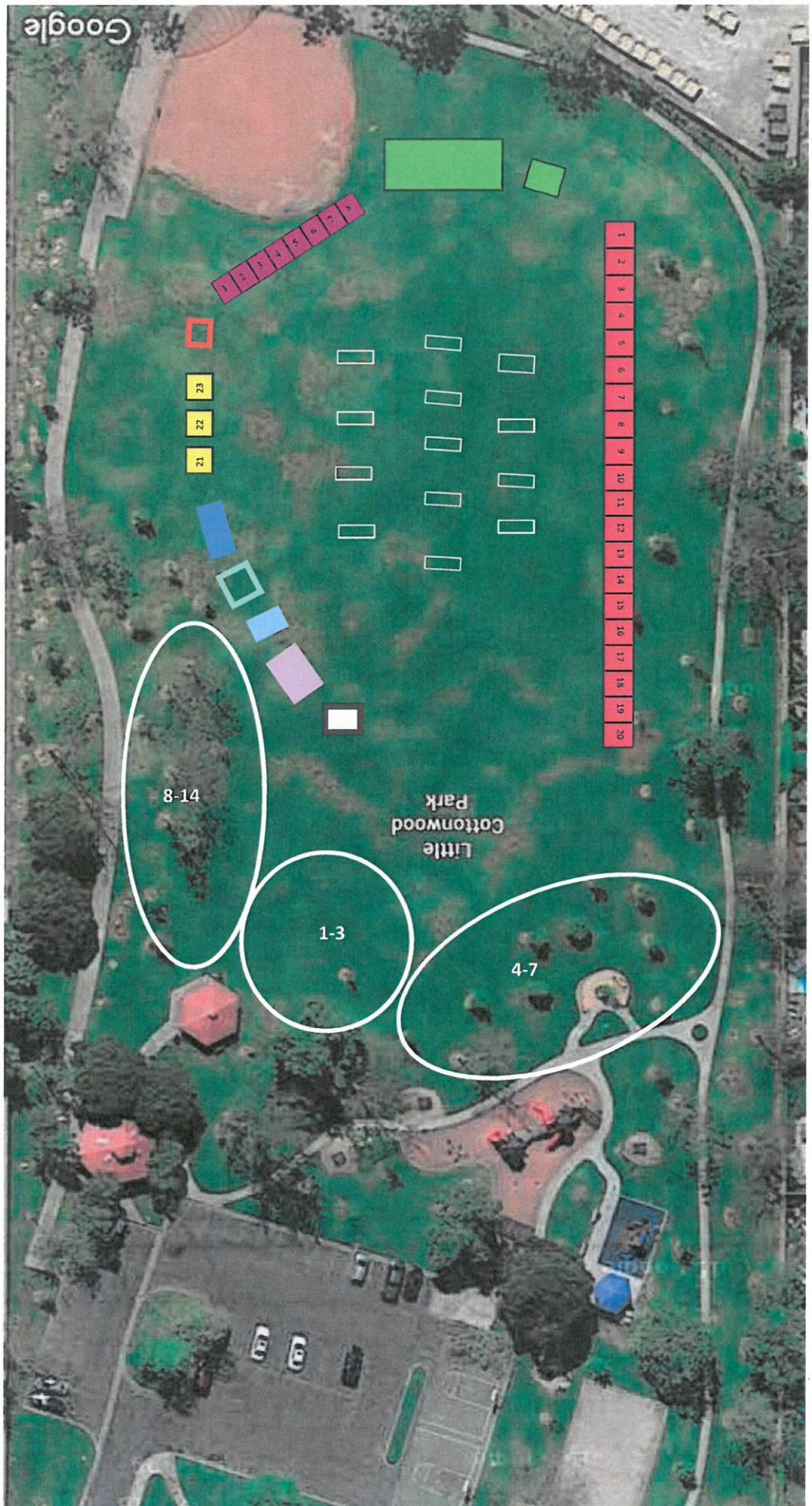
Call (562)430-1073 or visit www.cityoflosalamitos.org for more information

Event Layout

	Food Vendor
	Vendor
	Sponsor
	Game Booth
	Prize Booth
	Picture Area
	Arts & Crafts
	Rec/Info Booth
	Dining Tables
	Inflatable
	Stage
	Drawing Cont.

Booth

1. Face Paint/Balloon Artist
2. Winder Farms
3. Water Safe Swim School
4. Berro Orthodontics
5. Braithwaite Chiropractic
6. 360 Remodeling Inc.
7. Sea Air Federal Credit Union
8. H&R Block
9. Cutco
10. Kaleo Marketing
11. AYSO
12. AYSO
13. UCLA Focus for Early Childhood
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
23. POA





Presented by the Parks, Recreation & Cultural Arts Commission

Due Date:
Mar. 18, 2016

Spring Coloring & Drawing Contest

Top three winners in each division will win a prize!

Coloring Contest Preschool - 2nd Grade

- Visit www.cityoflosalamitos.org/recreation to download a coloring sheet or visit the Los Alamitos Community Center for a hard copy
- Write name, grade, address & contact phone number on back of drawing
- Complete the coloring activity using any type of coloring item (crayons, markers, pencils, etc.)

Drawing Contest 3rd - 5th Grade

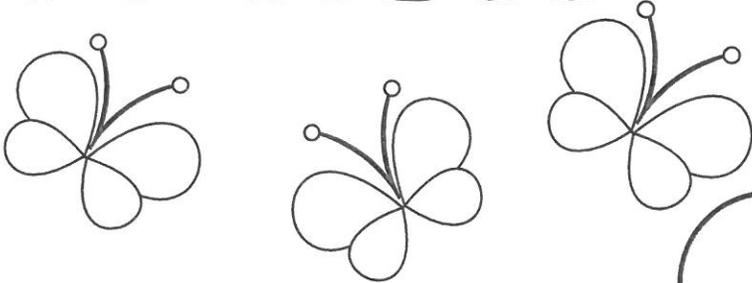
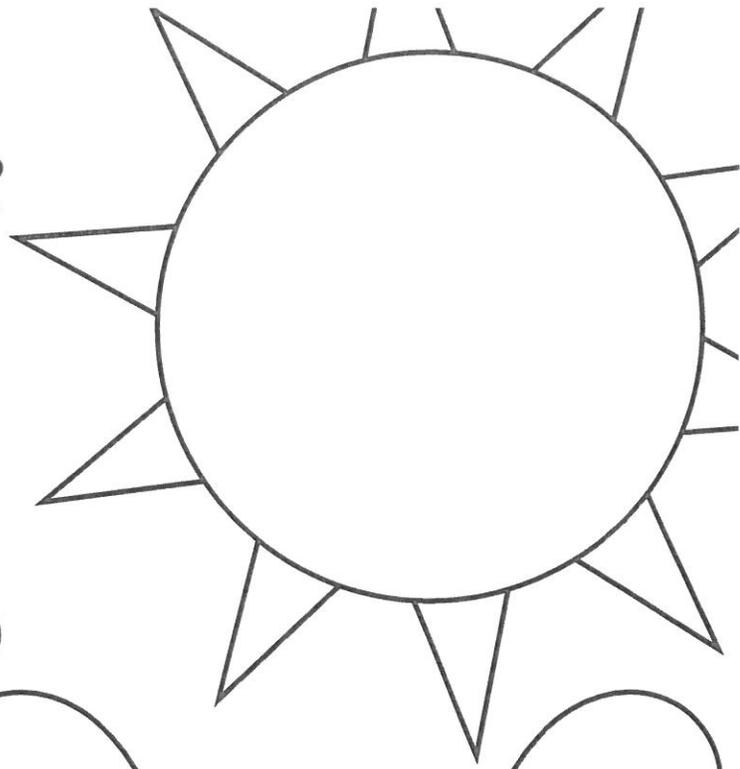
- Use a minimum of 8.5" x 11" or maximum of 11" x 17" paper
- Write name, grade, address & contact phone number on back of the drawing
- Complete the drawing activity using any type of coloring item (crayons, markers, pencils, etc.)
- Drawing should reflect theme: "Springtime in Los Alamitos"

**For coloring sheet,
visit www.cityoflosalamitos.org/recreation**

Winners will be announced at the Spring Carnival
on March 26 at Little Cottonwood Park

Submit by: Friday, March 18, 2016 to the Los Alamitos Community Center - 10911 Oak St.

HAPPY
SPRING



City of Los Alamitos Recreation & Community Services

**Agenda Report
Staff Report**

**March 2, 2016
Item No: 6B**

To: Emil Jorge, Chairperson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Community Center and Picnic Shelter Policy and Rentals

Summary: This report provides the Parks, Recreation & Cultural Arts Commission information regarding the revised Community Facility and Shelter Use Policy.

Recommendation: Review the revised Community Facility and Shelter Use Policy regarding policy revisions and fee increases.

Background:

The City of Los Alamitos Recreation and Community Services Department offers the community the opportunity to reserve rooms in the Community Center and two shelters at Little Cottonwood Park for a specified fee by location. The policy was adopted by the Los Alamitos City Council on February 14, 1983. The Community Center is rented year-round and includes a large multipurpose room, a medium activity room, a small activity room, meeting room, lounge, and craft room, provided for the use of City sponsored activities, community based organizations, non-profit organizations, private individuals and commercial groups. The two covered shelters are also rented year-round by community members and organizations for family gatherings, picnics, birthday parties and celebrations.

Discussion:

Staff has reviewed and updated the policies and is requesting the Parks, Recreation and Cultural Arts Commission to discuss the recommended amendments to the document as it is outdated with the last revision completed back in July of 2008. Once the document is finalized at the staff level, the policies will be taken to the City Council

for final approval. The changes include splitting the Community Facility and Shelter Use Policy in to two separate documents: 1) Community Center Rental Use Policy 2) Picnic Shelter Use Policy. With a City-wide fee study presently under review, now is an appropriate time to update the current policy, implement new policies and recommend possible fee changes to the City Council.

Staff discussed the following recommendations and received input from the Parks, Recreation, and Cultural Arts Commission at the January Commission meeting:

Community Center Rentals:

1. Revise the permit processing fee to include transfer and refund fees (fees based on fee study recommendations)
2. Application must be submitted at least 30 days prior to the date of reservation with full payment due 30 days prior to reservation unless approved by the Recreation and Community Services Director
3. Separate the Community Center Rental Policy from the Picnic Shelter Policy
4. Remove ABC Alcohol Policy allowing the sale of alcohol as no alcohol sales are permitted due to the Community Center being a public facility (clearly state in the policy that no alcohol sales are permitted)
5. Security deposit refunded by check only, within two to four weeks following rental
6. Administer fee for janitorial services (fee based on fee study recommendations and consultation with Public Works staff)
7. Include staff set up and tear down fee in rental fee (fee based on fee study recommendations, no set up or tear down of chairs and tables is recommended by renter due to liability, room diagram must be submitted with application)
8. Include insurance requirements based on type of event, attendance, hours of event, and consumption of alcohol
9. Revise the current application and include check box on application that the applicant has reviewed all rental policies
10. Facility fees are not applicable for Community Based Organizations utilizing facilities Monday – Thursday evenings for board meetings only. (Limited to one (1) per month with no fees)
11. Clearly define most major holidays (outline exact holidays)
12. Add wipe down tables to ensure cleanliness of the facility after use
13. Recommend discounted cost for Los Alamitos residents
14. For Group 1: Civic, add that Government Entities that are providing a public benefit or service should be able to utilize the facility at no cost

New additions:

15. Agreements and contracts shall not be transferred, assigned, or sublet.
16. It shall be the responsibility of the organization or individual making the reservation to see that unauthorized portions of the facility not be utilized, that the facility is vacated as scheduled and that all trash and other debris is deposited in trash containers or otherwise removed.

17. Rental time includes decorating and cleanup. When actual use of a City facility exceeds the reserved rental period, the applicant shall be charged additional rental time at double the applicable hourly rental fee, per every hour, in one hour increments, and will not be prorated. These fees may be deducted from the security deposit or billed to the Applicant if the security deposit has been exhausted.
18. Contract changes (time change and equipment requests only, no date changes) must be requested by contacting the City office where the application was filed at least 14 working days prior to the event date at the Community Center. Contract changes may warrant additional fees according to the Master fee schedule.
19. Resident non-profit groups making multiple reservations will incur a cancellation fee per contract (day), which will be deducted from the security deposit if notification of cancellation is made less than 10 working days in advance of the meeting date and time.
20. If the "Balance Due" is NOT paid by 5:00pm on the due date (14 days in advance), the event is subject to cancellation and all monies will be retained.
21. A minimum of 14 days notification to receive full refund minus revised processing fee or pro-rated refund based on amount of days (Item F) – allows flexibility
22. If the facility fire alarm causes the Fire Authority to be summoned, and it is determined that the applicant or his/her guests were the cause, the full cost associated with the Fire Authority's services will be deducted from the security deposit. If this cost exceeds the amount of the security deposit, the applicant will be billed for the remaining cost of these services.
23. City employees will be assigned to permitted activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities. Applicants, as permit holders, may consult with the City's employee(s) on duty during their use, in regards to their needs, if any.
24. Minors must remain in the rented facility room and shall not be allowed to roam unsupervised throughout the facility/outside.
25. The use of glass bottles for beer, soft drinks or other beverages is prohibited. An exception will be made for champagne, wine and/or liquor being poured from the bar or at the tables by designated servers, when authorized by the City.
26. No animals (except for companion or guide dogs) will be allowed inside City facilities.
27. Vehicle parking is allowed in marked or authorized parking areas only.
28. Vehicles may not drive onto the sidewalk/park.
29. Alcoholic beverages may only be served for a maximum of 6 consecutive hours, and shall not be permitted during either decorating/set up or clean up times. A "last call" must take place at least one hour prior to the event end time indicated on the contract. Consumption of alcoholic beverages is restricted to the rented space only. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the City or to a minor, the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.
30. Food and/or beverages are not allowed in the lobby areas.

31. At least 60 minutes of cleanup time is required for rental of all rooms.
32. City staff is not allowed to accept or sign for any deliveries for an event. If a delivery is made, the City and staff are not responsible for delivered items before, during or after an event. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.
33. Moonbounces/Inflatables are not permitted.

Picnic Shelter Rentals:

1. Revise the permit processing fee to include transfer and refund fees (fees based on fee study recommendations)
2. Application must be submitted at least 30 days prior to the date of reservation with full payment due 30 days prior to reservation unless approved by the Recreation and Community Services Director
3. Separate the Picnic Shelter Policy from the Community Center Rental Policy
4. Include policies relating to mobile food carts, no sales vendors, no petting zoo, no live music or DJ, etc.
5. Consider attendance maximums for each shelter
6. Replace the Reservation Bulletin Board at Little Cottonwood Park
7. Consider reserving the Orville R. Lewis Picnic Shelter and BBQ area with portable restroom rental required
8. During Winter and early Spring, park rentals should not occur beyond dusk
9. Consider allowing small standard size moon bounce to be allowed with rental of the small shelter (possible fee for allowance of a moon bounce at all parks)
10. Revise the current application and include check box on application that the applicant has reviewed all rental policies
11. Clearly define most major holidays (outline exact holidays)
12. Add wipe down tables to ensure cleanliness of the facility after use
13. Recommend discounted cost for Los Alamitos residents
14. Add additional categories.
 - a. For Group I Civic, add that Government Entities that are providing a public benefit or service should be able to utilize the facility at no cost
 - b. Breakout non-resident and resident fees
 - c. Add Organization/Group Rental rates for large special events utilizing the entire park facility

The attached policies and applications are in draft form and require additional revisions based on Commissioner and staff feedback as well as review by the California Joint Powers Insurance Authority and the City Attorney before it goes to the City Council for final approval. The desire is to have a new document and new fees in place by the beginning of next fiscal year (July 1, 2016).

Fiscal Impact:

Staff expenditures for coordinating Community Center and Picnic Shelter Rentals are funded through the City's General Fund. The City collects all fees for rentals. In Fiscal

Year 14-15, Community Center and Picnic Shelter Rentals accounted for \$40,224 which is 3% of the total revenue for the Recreation and Community Services Department.

Submitted By:



Emeline Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachments: *1. Draft New Community Center Use Policy & Application*
2. Draft New Shelter Use Policy & Application

Facility Reservation Information - Los Alamitos Community Center

Los Alamitos Community Center

Facility Photos

Facility Reservation Information

Fees and Deposits

Location

Please call (562) 430-1073 for available dates

Rooms	Capacity	
	Banquet	Assembly
Small Room	60	100
Medium Room	110	170
Large Room	175	200
Craft Room	None	75
Meeting Room	None	20
Lounge	None	20

To reserve a room follow these steps:

Step 1: Decide on your estimated attendance.

Step 2: Decide on the date. You may want to consider several dates just in case the specific date you would like is not available. Date must be 30 days prior to event.

Step 3: To find out if the date is available and for more information, please call the Community Center Office at (562) 430-1073.

REMINDER: Even if the date is available, **we cannot hold your date.** You must come into the office, bring the completed forms and pay your fees.

Step 4: Bring **Los Alamitos Community Center Facility Reservations Packet** and proof of Los Alamitos Residency to receive the Los Alamitos Resident Rate to the Los Alamitos Community Center at 10911 Oak Street.

If you do not bring the Facility Reservation Packet with you, you can fill them out at the Community Center when you book your room. Please allow at least 30 minutes to complete the process.

**LOS ALAMITOS RECREATION AND COMMUNITY SERVICES
COMMUNITY CENTER - FACILITY RESERVATION WORKSHEET**
(Please print and fill out completely)

(Office Use Only)
Reservation Day: _____
Reservation Date: _____
Classification: _____

LOS ALAMITOS COMMUNITY CENTER:

Resident Non-Resident

Small Activity Room 1 Meeting Room Lounge Craft Room
 Medium Activity Room 2,3 w/Alcohol w/o Alcohol
 Large Activity Room 1,2,3 w/Kitchen w/o Kitchen

Decorating start time: _____ AM/PM **Guest arrival time:** _____ AM/PM **Clean-up** crew departure time: _____ AM/PM

REMEMBER: Room fees are based on consecutive hours starting from your decorating start time to your clean-up crew departure time. The time you indicated as your decorating start time will be the time you will be allowed to enter the room (NO EXCEPTIONS). One hour of clean up time is required for the Activity Rooms at the Community Center; ½ hour is required for the Meeting, Lounge and Craft Rooms. Everyone must be out of the building by the clean-up crew departure time.

Your Name: _____ **Driver's License #:** _____

Address: _____ **Email:** _____
Street/City/Zip Code

Day Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: (____) _____

ORGANIZATION/GROUP (if applicable): _____ Phone:(____) _____

Non-Profit Number (provide copy of non-profit status): _____

Address: _____
Street/City/Zip Code

PURPOSE OF EVENT: _____

Estimated Attendance: _____ **Fundraising Event:** _____

Is facility to be used for raising money? (non-profit only) YES NO

If yes, what will net proceeds be used for? _____

1. Open to the public? YES NO

2. Will alcoholic beverages be served? YES NO What type? _____

3. Alcohol will be served: From: _____ AM/PM To: _____ AM/PM

4. **REMEMBER:**
(1)The SALE of alcohol is NOT permitted; (2) Alcohol can only be served for a maximum of 6 consecutive hours; (3) Alcohol may NOT be served during your decorating or clean up time; (4) You must purchase additional liability insurance if alcohol is served; (5) Alcohol is NOT permitted outside of the rented room(s); and (6) Consumption of alcohol must end 1 hour prior to conclusion of event.

5. Will a catering service be used: YES NO
If yes, Name: _____ Phone: (____) _____

OFFICE USE ONLY

FEES					
Room Fees:	(add)	\$	Set-Up / Tear Down	(add)	\$
Extra Hours	(add)	\$	Microphone	(add)	\$
Liability Insurance:	(add)	\$	Sub Total:	(add)	\$
Liquor Liability Insurance	(add)	\$	Security Deposit	(add)	\$
Staff Hours (Set-Up Tear Down)	(add)	\$	TOTAL FEES:		\$
Podium	(add)	\$			
Janitorial Service - Staff Hours	(add)	\$	BALANCE DUE		\$

Microphone	(add)	\$				
Application Payment Received	CASH	VISA	MC	DIS	CHECK #	Receipt #
Balance Payment Received	CASH	VISA	MC	DIS	CHECK #	Receipt #

City of Los Alamitos Recreation and Community Services
10911 Oak Street, Los Alamitos, CA 90720 (562) 430-1073
USE OF CITY FACILITIES INDEMNIFICATION

Use of City Facilities Indemnification: I, _____, hereby certify that I am authorized to sign contracts on my own behalf or that of the organization listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions, and terms of the City of Los Alamitos Application for use of City Facilities. In consideration for my or my organization's use of the facilities and/or property owned or operated by the City as listed below, I, the undersigned, hereby agree on behalf of myself and/or my organization, if any, as follows:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Agreement, as established by the City. I understand that ALL reservation forms **MUST BE SIGNED** before consideration of use approval, that **SUBMISSION OF A RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL**, and that a copy of my application will be returned to me after approval or denial.
2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors and assigns will not make claim against, sue, attach the property of, or prosecute the City and its employees, officers, officials, volunteers, agents, and contractors for emotional distress, bodily injury, or death to myself or the organization's members or guests, or property damage arising out of any actions, including negligent acts, by any employees, officers, officials, volunteers, agents, and contractors in connection with my participation in this activity.
3. In addition, I hereby release and discharge the City of Los Alamitos and its employees, officers, officials, volunteers, boards, departments, agents, and contractors from all actions, claims, or demands I, my heirs, distributes, guardians, legal representatives, or assigns now have, or may hereafter have, for emotional distress, bodily injury, or death to myself or property damage resulting from my participation in the activities conducted pursuant to this proposed use of a City facility.
4. In the event of a facility cancellation by the group/person, a charge will be deducted from fees and/or deposit monies collected, as outlined in the Facility Use Agreement.
5. I have been given a complete copy of the Facility Use Agreement policy.

I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT, THE FACILITY USE AGREEMENT AND ALL OTHER DOCUMENTS GIVEN TO ME BY THE CITY IN CONNECTION WITH MY APPLICATION TO USE A CITY FACILITY. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) DO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.

NAME (Please Print): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ORGANIZATION/GROUP: _____

Day Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Facility Use Agreement

Contract # _____ Event Date (day and date) _____

Community facilities, which include a large activity room, a medium activity room, a small activity room, meeting room, lounge, and craft room, are provided for the use of City sponsored activities, community based organizations, non-profit organizations, private individuals, and commercial groups. We ask that you take a few minutes to read the following information to assist you in utilizing these facilities. If you have any questions, please call the Recreation and Community Services Department office: (562) 430-1073.

Priority Use and Rental Categories

Priority of use for the Community Center is as follows:

- I. CIVIC: City operated and/or sponsored/co-sponsored activities followed by Government Entities that are providing a public benefit or service should be able to utilize the facility at no cost (as approved by the City Manager or his/her designee).
- II. COMMUNITY BASED OR NON-PROFIT GROUPS (501(c)(3) only: Organizations within Los Alamitos Unified School District boundaries followed by defined organizations outside the district boundaries.
 - Facility fees are not applicable for Community Based Organizations utilizing facilities Monday – Thursday evenings for board or general membership meetings, or registration activities. (Limited to one (1) per month with no fees)
- III. RESIDENT: Individuals who reside within the Los Alamitos City boundaries.
- IV. NON RESIDENT: Individuals who reside outside of the City boundaries.
- V. COMMERCIAL: Businesses and profit-making organizations, and politically affiliated organizations.

Groups or individuals may, upon request, be required to provide a current roster of members or guest list, complete with addresses.

Policy and Procedures for Community Center Rentals

A FACILITY USE APPLICATION provided by the City of Los Alamitos Recreation and Community Services Department shall be submitted and accompanied by a non-refundable \$25.00 application fee. (application fee is NOT applied to total rental fees).

- Application must be received a minimum of thirty (30) calendar days prior to requested use date, and will be accepted up to twelve (12) months in advance.
- Applicants will receive a written response within five (5) working days of receipt of application.
- Requests shall not be approved for a period exceeding three (3) months.
- No group shall be permitted more than once a week usage unless a special allowance is granted by the Director of Recreation and Community Services or his/her designee.

Any reservation may be cancelled by the City with written notice for use by City sponsored program. In the event of such a cancellation, notice shall be given as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

A. Policy Statement

1. The purpose of the Facility Use Agreement is to ensure that City facilities of are utilized for meetings and activities which are recreational, social, educational, or civic in nature, offering services of interest and need to the community. Interpretation of any facility policy shall be made by the Director of Recreation and Community Services or a designated representative.
2. The use of City facilities requires a contract, indemnification agreement and facility use agreement. Contracts and facility use agreements are issued in accordance with the policies outlined below, as established by the City Council, Recreation and Community Services Commission, and the City.

B. Application Information

1. A facility use contract, which authorizes the rental of facilities, may be revoked for violation of these policies.
2. Agreements and contracts shall not be transferred, assigned, or sublet.
3. Application for facility use must be made by an adult 18 years of age or older who will be present throughout the event and responsible for the activity.

C. Reservations

1. Reservations of facilities must be made at least thirty (30) working days in advance, unless in special circumstances approved by the Recreation and Community Services Director or his/her designee.
2. It shall be the responsibility of the organization or individual making the reservation to see that unauthorized portions of the facility not be utilized, that the facility is vacated as scheduled and that all trash and other debris is deposited in trash containers or otherwise removed.
3. Reservations shall only be limited to designated areas as agreed upon.
4. Permission to use a City facility is granted subject to the observance of these regulations by the applicant and anyone using the facility in connection with the applicant. Permits may be revoked for violation of these regulations either during the use of a facility or prior to the use of a facility.
5. The applicant must have their Facility Reservation Contract and the Facility Use Agreement with them at the facility during the applicant's use of the facility.
6. Reservations may be made up to 12 months in advance.
7. Rental time includes decorating and cleanup. When actual use of a City facility exceeds the reserved rental period, the applicant shall be charged additional rental time at double the applicable hourly rental fee, per every hour, in one hour increments, and will not be prorated. Thus, for example, when the use of a City facility runs 20 minutes late, the Applicant will be charged for one full hour at a rate that is twice the amount of the regular rental rate. These fees will be deducted from the security deposit, and/or billed to the Applicant if the security deposit has been exhausted.
8. Contract changes (time change and equipment requests only, no date changes) must be requested by contacting the City office where the application was filed at least 14 working days prior to the event date for a contract to use the rooms at the Community Center. Contract changes may warrant additional fees according to the Master fee schedule.

D. Multiple Date Reservation

1. Resident non-profit groups making multiple reservations will incur a cancellation fee per contract (day), which will be deducted from the security deposit if notification of cancellation is made less than ten (10) working days in advance of the meeting date and time.

2. Repeat reservations will be contingent upon care of property, equipment and observance of approved rules and regulations.

E. Fees, Deposits and Refunds (refer to schedule for applicable fees and deposit)

1. When a reservation is made in advance of the scheduled event date:
 - a. The \$ 25 application fee (application fees are only applicable to rental of the Community Center facilities) and full payment shall be paid 30 working days in advance
 - b. The application fee is non-refundable if the facility use is cancelled or rescheduled.
 - c. The application fee is separate and NOT applicable to the total facility rental fees when paid
 - d. The balance is due 30 days prior to the scheduled facility use
 - e. If the "Balance Due" is NOT paid by 5:00pm on the due date (14 days in advance), your event is subject to cancellation and all monies will be retained.
2. When a reservation is made 30 days or less of the scheduled event date:
 - a. The application fee, all facility rental fees, and the security deposit will be required in full in order to reserve the facility
 - b. A full refund of the security deposit may be given when the group complies with subsection "G" below and the appearance of the facility is substantially similar after the event to the condition of the facility before the event, at the discretion of the Recreation and Community Services Director or his/her designee.
3. All applicable refunds and deposits will be made by check and mailed to the applicant two to four weeks following the event.

F. Cancellations

1. If the reservation is cancelled 120 days or more prior to the event, the City will retain the \$25 application fee. However, all facility fees, including the security deposit, will be refunded.
2. If cancellation occurs 14 days or less prior to the reservation date, the City will retain all application and facility rental fees, however the security deposit will be refunded.
3. If cancellation has been made with improper notice, where the City has retained the room fees, the user may contact the center in writing within two (2) weeks after the scheduled event date to see if the center was able to re-book the date. If the center was able to re-book the date, the City shall refund 50% of the facility rental fees held.
4. If the last day that your cancellation request is due falls on a Saturday, Sunday, or a holiday, we will accept your request on the next business day.

G. Security Deposit

1. The City reserves the right to retain a portion of, or all of, the security deposit to cover loss, damage, or when the Applicant is non-compliant with the terms of use (i.e., exceeds the reserved rental period of the facility, facility is excessively dirty, etc.). Should the cost of recovery be more than the security deposit on hand, the Applicant is responsible for paying the difference and will be invoiced for such.

H. Refunds

1. A full refund of the security deposit may be given when the group fully complies with the Facility Use Agreement and the appearance of the facility is substantially similar after the event as it was before the event per the Director's sole discretion.
2. All applicable refunds and deposits will be returned to the Applicant. Refunds for deposits will be issued two to four weeks following the event in the form of a check issued by the City.

I. The Facility

1. Facilities and equipment shall be left in the same condition as they were in prior to the activity.
2. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations. City facilities shall not be used for the purpose of advancing any doctrine or theory which is considered to be subversive under the Constitution of the United States of America. Violation of any portion of a facility use contract may result in loss of the security deposit and cancellation of the event.

3. No glitter, rice, confetti, birdseed or other similar materials may be used in any rooms at the Community Center. Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, brick, wood, painted surfaces or hung from the ceiling. Fog machines, open flames, including candles, or helium balloons are not permitted. Outdoor barbecues are only permitted when pre-authorized by the City through the facility use application process. It is suggested that the patron concentrate on tables and portable room decorations. City facilities are non-smoking facilities and smoking is prohibited within 20 feet from any door or entrance.
4. If the facility fire alarm causes the Fire Authority to be summoned, and it is determined that the applicant or his/her guests were the cause, the full cost associated with the Fire Authority's services will be deducted from the security deposit. If this cost exceeds the amount of the security deposit, the applicant will be billed for the remaining cost of these services.

J. Event Supervision

1. City employees will be assigned to permitted activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities. Applicants, as permit holders, may consult with the City's employee(s) on duty during their use, in regards to their needs, if any.
2. The applicant must be present during the entire rental period and must be available to review both a pre-activity and a post-activity checklist with a City employee. The only exception to this rule is when an honoree (i.e., bride and groom) is the applicant. In this case, the applicant must designate another attendee to review the checklists at the time that the room set up is submitted.

K. Supervision of Minors

1. Groups composed of minors shall be supervised by at least one adult who is 18 years of age or older per 15 minors at all times.
2. Minors must remain in the rented facility room and shall not be allowed to roam unsupervised throughout the facility/outside.

L. Insurance, Liability, Loss & Damage

1. As stated on the indemnification form, which is a part of the contract, the City shall not be liable for any injury to persons or loss or damage of group or individual property which occurs during the use of a City facility.
2. When alcoholic beverages are available for consumption at an event, full liquor liability premiums are to be acquired in addition to the general liability insurance and may be purchased through the City's special event liability group insurance policy at the time that the application is made for the rental of the facility. If insurance is purchased through an outside agency, proof must be provided at the time the application is made for the rental of the facility. The cost of the required liability insurance(s) shall be borne by the applicant.
3. If applicant chooses not to purchase the liability insurance through the City, evidence of required insurance must be provided 30 working days prior to scheduled event, no exceptions.
4. Applicants who rent the facility are financially responsible for any damages to property or loss of property, including City property. A fee equal to the total replacement cost for damaged items belonging to the City will be charged to the applicant, in addition to a charge for staff time incurred, and will be deducted from the security deposit. If such charges exceed the security deposit, the applicant will be billed. In addition, the City shall have the right to cancel any additional existing reservations by the applicant and to reject any further applications from the applicant until all charges have been paid.

M. Glass Containers

1. The use of glass bottles for beer, soft drinks or other beverages is prohibited. An exception will be made for champagne, wine and/or liquor being poured from the bar or at the tables by designated servers, when authorized by the City.

N. Available Equipment & Set Up

1. Rental of facilities may include banquet tables and 8 round tables and up to 200 chairs. Round tables are available for rent. A set up diagram is due no less than 30 working days prior to the event for the activity rooms.
2. Staff is not permitted to move any equipment/furnishings supplied by the applicant.

3. Due to limited space, storage for outside rentals will not be permitted.
4. Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be slid across the floor.
5. Additional equipment/areas including bar, podium/microphone, A/V screen is available for an additional fee per the Master Fee schedule.

O. Animals

1. No animals (except for companion or guide dogs) will be allowed inside City facilities.

P. Vehicle Parking

1. Vehicle parking is allowed in marked or authorized parking areas only.
2. Vehicles may not drive onto the sidewalk/park.

Q. Use of Alcohol

1. The use of alcoholic beverages is by written permit only and must be requested at the time the facility use application is submitted. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.
2. When alcohol is served, there shall be a minimum of two/three security guards present at the facility at all times. In addition to the minimum two/three guards, one guard for every additional 70 guests beyond 140 guests shall be required for the entire duration of the event, the final number will be determined by the Director of Recreation and Community Services based on set-up needs that match projected attendance. The applicant shall only use a security company from a City-approved list of bonded and licensed security companies possessing a City business license. The guards must arrive 30 minutes before guest arrival time and remain until the contract end time. One guard must be positioned at the entrance of the event and one guard positioned in the event area. The parking lot must be monitored every 30 minutes. The City requires a letter from the City-approved bonded and licensed security firm attesting to their employment at least 30 working days prior to the event. If security is not present at the time that alcohol is to be served, alcohol may not be served until the security arrives. The security guards shall have the authority to enforce all rules and regulations governing facility rentals. In the event that the Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
3. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises or as a result of alcohol being available on City premises, shall be the sole responsibility of the organization or individual renting the facility.
4. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws. Anyone using City facilities shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
5. Alcoholic beverages may only be served for a maximum of 6 consecutive hours, and shall not be permitted during either decorating/set up or clean up times. A "last call" must take place an hour prior to the event end time indicated on the contract. Consumption of alcoholic beverages is restricted to the rented space only. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the City or to a minor, the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.
6. Champagne and wine can only be opened in the kitchen, must be served and cannot be placed on individual tables. Alcohol cannot be consumed from its original container, unless the original container is aluminum can, and must be served out of cups or glassware.
7. Alcohol consumption is only allowed at the Los Alamitos Community, pursuant to an authorization issued by the City. **Sale of alcohol is not permitted.**

R. Serving or Selling of Alcohol

1. Private parties, i.e., weddings, anniversaries, birthdays, meetings cannot sell alcohol.

S. Use of Community Center Kitchens

1. The kitchen and its amenities (oven, stove, freezer, and refrigerator) within the Community Centers are only available for use with a rental of the Large and Medium Rooms. Please bring ice chest to keep drinks cold as refrigerated space is limited.

T. Food, Beverages and Entertainment

1. Stains from food and beverages that require professional cleaning, which will result in additional expense to the City, will be charged directly to the applicant.
2. Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.
3. Caterers, Entertainers and D.J.'s being hired to work during facility rentals are required to obtain a business license from the City.
4. Food and/or beverages are not allowed in the lobby areas.

U. Facility Clean Up Procedures

1. At least 60 minutes of cleanup time is required for rental of all other rooms.
2. All decorations and catering equipment must be removed and taken away and all trash must be placed in the trash bins in the Public Service yard.
3. The oven, stove, and refrigerator are available for use during the rental time and must be returned to the same condition as found.
4. All tables, chairs, counter tops, sinks, refrigerators or freezers used must be cleared and wiped down to ensure cleanliness of the facility after use.
5. Any food, beverages or any other items left in the facility will be disposed of.
6. Please bring cleaning materials such as dish soap, sponges, towels to wipe down all surfaces and trash bags..

V. All Facilities

1. City staff is not allowed to accept or sign for any deliveries. If a delivery is made, the City and staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.
2. Applicant must limit the number of guests to the amount specified on the contract under estimated attendance. The number of guests includes band members, caterer and guests. Attendance numbers larger than that stated on the contract may result in the event being terminated early, as directed by City staff. Prior to terminating an event for this reason, City staff will bring this issue to the attention of the applicant to provide applicant with the opportunity to remedy the situation

W. Community Center

1. Moonbounces are not permitted.
2. Food and/or beverages may not be served and are not allowed in the lobby area.
3. The lobby may only be used for check-in tables at the beginning of the event and for no other purposes.

I have read these rental policies in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of deposit fees.

Signature

Date

Facility Fees and Deposits

LOS ALAMITOS COMMUNITY CENTER RENTAL FEES

10911 Oak Street, Los Alamitos, CA 90720, Phone: (562) 430-1073 Fax: (562) 594-9657
 Office Hours: Monday – Friday, 7:30 a.m. - 5:30 p.m., except on Friday we close at 4:00 p.m.
 **Facility rental hours: Monday-Sunday: 9:00 a.m. to 11:00 p.m.

Category	Facility	Cost per hour (Normal Hours)	Cost per hour (Extended)	Security Deposit	Security Deposit w/Alcohol	Liability Insurance	Additional Insurance - Alcohol
Category II	Small Activity Room (1,200 sq. ft)	\$30	\$45	\$100	\$200		
	Medium Activity Room (2,400 sq. ft.)	\$40	\$55	\$150	\$250		
	Large Activity Room (3,600 sq. ft.)	\$40	\$55	\$150	\$250		
	Craft Room	\$30	\$45	\$100	---		
	Lounge	\$30	\$45	\$100	---		
	Meeting room	\$25	\$40	\$50	---		
Category III	Small Activity Room (1,200 sq. ft)	\$45	\$60	\$100	\$200		
	Medium Activity Room (2,400 sq. ft.)	\$65	\$80	\$150	\$250		
	Large Activity Room (3,600 sq. ft.)	\$85	\$100	\$150	\$250		
	Craft Room	\$45	\$60	\$100	---		
	Lounge	\$45	\$60	\$100	---		
	Meeting room	\$30	\$45	\$50	---		
Category IV	Small Activity Room (1,200 sq. ft)	\$45	\$60	\$100	\$200		
	Medium Activity Room (2,400 sq. ft.)	\$65	\$80	\$150	\$250		
	Large Activity Room (3,600 sq. ft.)	\$85	\$100	\$150	\$250		
	Craft Room	\$45	\$60	\$100	---		
	Lounge	\$45	\$60	\$100	---		
	Meeting room	\$30	\$45	\$50	---		
Category V	Small Activity Room (1,200 sq. ft)	\$80	\$95	\$100	---		
	Medium Activity Room (2,400 sq. ft.)	\$105	\$120	\$150	---		
	Large Activity Room (3,600 sq. ft.)	\$130	\$145	\$150	---		
	Craft Room	\$80	\$95	\$100	---		
	Lounge	\$80	\$95	\$100	---		
	Meeting room	\$50	\$65	\$50	---		

Security Deposit Refundable After Event

SECURITY DEPOSITS ARE IN ADDITION TO THE ABOVE FEES (Deposits are refundable provided all City Policies, Regulations, and Ordinances are adhered to)

Liability Insurance: Serving Alcohol

Security Guards: Approximate Number 1 Guard Per 50 Guests With a Minimum 3-4 depending on type of event

Assessment of Fees:

Normal Operating Hours are defined as Monday through Thursday, 8 am to 5 pm, and Friday, 8 am to 4 pm.

Extended Operating Hours are defined as Friday, 4 pm to 11 pm, and Saturday and Sunday, 8 am to 11 pm.

Additional Fees:

Kitchen Use \$40.00/event
 Set Up and Tear-down (by Center Staff) \$25/hour add'l
 (PLEASE NOTE THAT SET-UP/TEAR-DOWN APPLIES TO TABLES AND CHAIRS ONLY)

Coffee Pot
Portable Screen
Drop Down Screen
Podium
Microphone
Bar
2nd set-up request - same day

All fees are subject to change. Fees determined based fee study.

Reservations will not be taken for most major holidays & major City Events:

Race on the Base (4th Friday and Saturday in February)
Easter
Weekend of Art in Los Alamitos
4th of July
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

Picnic Shelter / Moonbounce (Permits)

To reserve the Picnic Shelter area and/or to place a Moonbounce on this park, please follow the instructions below:

- Step 1: Decide on the date. You may want to consider several dates just in case the specific date you would like is not available.
- Step 2: To find out if the date is available and/or for more information, please call the Recreation Office at (562) 430-1073.
- Step 3: Bring **Little Cottonwood or Orville Lewis Park Picnic Shelter/Moonbounce Reservation Packet** to Community Center at 10911 Oak Street (must be in person or by fax only - no emails).

PLEASE NOTE:

- Even if the date is available, we cannot hold your date. You must come into the office, complete your forms and pay your fees in full (Park Rental and Moon Bounce). We process Park Rental and Moon Bounce Permits on a first come first serve basis. If there is a conflict we will notify you by phone of the conflict and ask if there is another date that you would like to schedule your event. If there is no conflict you will receive your permit via email within 10-15 days.
- Application must be submitted at least 30 days prior to the date of reservation with full payment due 30 days prior to reservation unless approved by the Recreation and Community Services Director.
- The least amount of time we need to process a Park Facility Reservation is 14 working days prior to your event date.
- During Winter and early Spring, park rentals are not permitted beyond dusk.
- April 1 - September 30 scheduling windows are enforced from 10:00 a.m. - 2:00 p.m. and 3:00 p.m. - 7:00 p.m., no exceptions.

POLICY AND PROCEDURE FOR PICNIC SHELTER RENTALS**Priority Use and Rental Categories**

Priority of use for Recreation & Community Services facilities is as follows:

1. CIVIC: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions. Government Entities that are providing a public benefit or service should be able to utilize the facility at no cost
2. RESIDENT - PRIVATE: Resident individuals
3. NON RESIDENT - PRIVATE: Non-Resident individuals.

**Shelter #1
(Large)**

Covered Picnic Shelter with 6 Tables and 4 Barbeques

Fees: \$35 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during from April 1 – September 30).

\$70 exceeding 4 hours (any hours of your choice year round)

**Shelter #2
(Small)**

Covered Picnic Shelter with 2 Tables

Fees: \$25 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months).

\$50 exceeding 4 hours (any hours of your choice year round)

Reservations will not be taken on the 4th of July, therefore the use of shelters will be on a first-come, first-served basis only).

Wipe down tables to ensure cleanliness of the facility after use.

Cancellation Policy:

Requests for cancellation must be received 14 days prior to your event. There will be a \$5 administrative charge for all cancellations. Refunds may take up to 30 days to be processed *****.

Other amenities at Little Cottonwood Park include the following:

- 4 Picnic Tables (stationary)
- 4 Barbecues (stationary)
- Softball Field and Backstop
- Tot Lot
- 1 Basketball Court
- Restrooms
- Spacious Area
- 2 Playgrounds
- 2 Volleyball Courts
- Limited Parking

Please note that only one bounce house will be allowed per day and only with the Large Shelter rentals. A Certificate of Liability Insurance naming the City of Los Alamitos in the amount of \$1,000,000 is required from the bounce house rental company. The Certificate must have an attached Endorsement to be valid. Proof of the Certificate and Endorsement must be provided two weeks before the reservation date.

It is advisable to bring your own large trash bags as there is no guarantee that trash will be empty.

The aim of the City of Los Alamitos is to provide a standard of service for our patrons that will ensure their scheduled event is a positive experience. To this end, any items not specifically addressed in this Community Facility & Park Shelter Use Policy may be approved at the discretion of the Director of Recreation and Community Services. Undefined requests for facility use may, at the City's pleasure, be referred to the Parks, Recreation & Cultural Arts Commission for further review.

Adopted by Los Alamitos City Council 02/14/83

Revised and adopted by Los Alamitos City Council 09/23/85

Revised and adopted by Los Alamitos City Council 01/25/88

Revised and adopted by Los Alamitos City Council 07/01/08

Other amenities at Orville Lewis Park include the following:

NEED LIST OF amenities

If you do not bring the packet with you, you can fill them out at the Community Center when you book your date. Please allow at least 30 minutes to complete the process.

Fees / Moonbounce fees and rules

Los Alamitos Facility Reservations Moonbounce Permit Information

Are you planning an event with a Moonbounce (inflatable bounce house) at Little Cottonwood or Orville Lewis in the City of Los Alamitos? If so, please be aware of the following:

1. A \$15 permit fee is due at the time of reservation.
2. Applications may be submitted upto 15 months in advance of event.
3. The moonbounce fee is non-refundable, even in the event of inclement weather or cancellation.
4. Only one permit per day, per shelter/per park will be allowed.
5. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos/City of Los Alamitos " as additionally insured for a minimum of \$1 million.
6. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
7. Permit will NOT be issued until the name of the moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed.
8. Moonbounce vendor's generator MUST be gas-powered.
9. Moonbounce may not be any larger than a standard size moonbounce, approximately 15' x 15'.
10. Extreme, maze, three-in-one, or obstacle course type moonbounces are NOT permitted.
11. Moonbounce company is NOT allowed to drive onto the park.
12. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

Picnic Shelter and Moonbounce Reservation Packet

If you do not bring all of the forms with you, you can fill them out at the Community Center when you book your shelter. Please allow at least 20 minutes to complete the process.

Moonbounce Reservation Packet
 LOS ALAMITOS RECREATION AND COMMUNITY SERVICES
PICNIC SHELTER &/OR MOONBOUNCE RESERVATION APPLICATION
 Alcohol is NOT permitted in City parks (Please print and fill out completely)

Event Date: _____ Estimated Attendance: _____

Check One: **Little Cottonwood** Large Shelter Small Shelter
 Ball Diamond Bases Moon Bounce Volleyball Court Basketball Court

Please note: a 2 hour time frame is required for Cottonwood Park field and court requests.

Orville Lewis Shelter

Picnic Shelter Start Time: _____ am/pm End Time: _____ am/pm

Moonbounce (delivery and pick will be during your event time only) Start Time: _____ am/pm End Time: _____ am/pm

Moonbounce Company: _____

REMEMBER: 1. Picnic Shelter fees are based on consecutive hours starting from your Start Time to your End Time. The time you indicated as your Start Time will be the time you will be allowed to set up: NO EXCEPTIONS. 30 minutes is the required clean up time for Little Cottonwood and Orville Lewis Parks. Everyone must be out of the picnic area by the End Time. 2. This is NOT a reservation of space for the moonbounce equipment. It is a permit to have the moonbounce equipment at the park. Moonbounce generator MUST be gas powered.

Resident Non Resident

Your Name: _____ Driver's License #: _____

Address: _____ Email: _____
 Street/City/Zip Code

Day Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: (____) _____

ORGANIZATION/GROUP (if applicable): _____ Phone:(____) _____

PURPOSE OF EVENT: _____

Estimated Attendance: _____

Fundraising event? (non-profit only) YES NO

If yes, what will net proceeds be used for? _____

Open to the public? YES NO

Will a catering or entertainment service be used: YES NO

If yes, name: _____ Phone: (____) _____

Catering or entrainment must get a business license from the City*****

Please note: Shelter #1 & #2 requires 14 day notice for cancellation w/\$5 admin fee. Cancellations made after 14 day cancellation are non refundable. A \$5 will be requested for transfers, only one transfer will be permitted per permit. -*****

OFFICE USE ONLY (Do not write below this line)

Picnic Shelter Large Fees (not to exceed 4 hours \$35, exceeding 4 hours will be double the fee \$70) \$ _____

Picnic Shelter Small Fees (not to exceed 4 hours \$25, exceeding 4 hours will be double the fee \$50) \$ _____

Moonbounce (non-refundable) \$ _____ Ball Diamond \$ _____ Bases \$ _____ Volleyball Court \$ _____
Basketball Court \$ _____

TOTAL FEES \$ _____

PAYMENT RECEIVED	CASH	VISA	MC	Disc	CHECK #	Receipt #
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City of Los Alamitos Recreation and Community Services
10911 Oak Street, Los Alamitos, Ca 90720 (562) 430-1073

Use of City Facilities Indemnification

Use of City Facilities Indemnification I, _____, hereby certify that I am authorized to sign contracts on my own behalf or that of the organization listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the City of Los Alamitos Application for use of City facilities. In consideration for my or my organization's use of the facilities and/or property owned or operated by the City as listed below, I, the undersigned, hereby agree on behalf of myself and/or my organization, if any, as follows:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Agreement, as established by the City Council, Recreation and Community Services Commission, and Recreation and Park City (collectively, "City"). I understand that ALL reservation forms MUST BE SIGNED before consideration of use approval, that SUBMISSION OF A RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL, and that a copy of my application will be returned to me after approval or denial.
2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors and assigns will not make claim against, sue, attach the property of, or prosecute the City and its employees, officers, officials, volunteers, agents, and contractors for emotional distress, bodily injury, or death to myself or the organization's members or guests, or property damage arising out of any actions, including negligent acts, by any employees, officers, officials, volunteers, agents, and contractors in connection with my participation in this activity.
3. In addition, I hereby release and discharge the City of Los Alamitos and its employees, officers, officials, volunteers, boards, departments, agents, and contractors from all actions, claims, or demands I, my heirs, distributes, guardians, legal representatives, or assigns now have, or may hereafter have, for emotional distress, bodily injury, or death to myself or property damage resulting from my participation in the activities conducted pursuant to this proposed use of a City facility.
4. In the event of a facility cancellation by the group/person, a charge will be deducted from fees and/or deposit monies collected, as outlined in the Facility Use Agreement.
5. I have been given a complete copy of the Facility Use Agreement policy.

I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT, THE FACILITY USE AGREEMENT AND ALL OTHER DOCUMENTS GIVEN TO ME BY THE CITY IN CONNECTION WITH MY APPLICATION TO USE A CITY FACILITY. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) DO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.

NAME (Please Print): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ORGANIZATION/GROUP: _____

Day Phone Number: (_____) _____ Cell Phone Number: (_____) _____

City of Los Alamitos Recreation and Community Services
10911 Oak Street, Los Alamitos, CA 90720 (562) 430-1073
Facility Use Agreement Picnic Shelter and/or Moonbounce Permit

Contract # _____ Event Date (day and date) _____

A. Picnic Shelters

1. Picnic Shelters must be requested at least 14 working days in advance.
3. Only one permit per day will be issued for each individual Picnic Shelter.
4. The reserved area is limited to the area directly under the Picnic Shelter with picnic tables. The grassy areas surrounding each Picnic Shelter are available on a first come, first serve basis.
5. Applicants shall properly dispose of all trash.
6. Driving on the park is not permitted for any reason.
7. Picnic Shelter fees are non-refundable after 14 day grace period and non-transferable. This includes events that are cancelled due to inclement weather or cancellation by the applicant. No deposit is required.
8. Consumption, serving and/or selling of alcohol is not permitted at any park facility except pursuant to a written authorization issued by the City.
9. Amplified music is not permitted at any City of Los Alamitos Park.

B. Moonbounce Permits

1. A \$15 permit fee is due no less than 10 WORKING days prior to event date.
2. Los Alamitos Residents may submit an application 15 months in advance of their date.
3. The Moonbounce fee is non-refundable, even in the event of inclement weather or cancellation
4. Proof of residency must be shown at the time the application is submitted.
5. Only one permit per day, per park will be allowed.
6. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos/Los Alamitos Recreation and Community Services Department" as additionally insured for a minimum of \$1 million.
7. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
8. Permit will NOT be issued until the name of the Moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed 9. Moonbounce vendor's generator MUST be gas-powered.
10. Moonbounce may not be any larger than a Standard size moonbounce, approximately 15' x 15'.
11. Extreme, maze, three-in-one, or obstacle course type moonbounces are NOT permitted.
12. Moonbounce company is NOT allowed to drive onto the park.
13. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

"I have read this document in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of deposit fees."

Signature

Date

City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

March 2, 2016
Item No: 6C

To: Emil Jorge, Chairperson
Members of the Parks, Recreation and Cultural Arts Commission

From: Corey Lakin, Recreation & Community Services Director

Subject: California Park & Recreation Society District 10 Volunteer Merit Award
Nominee(s)

Summary: This report provides the Parks, Recreation and Cultural Arts Commission the opportunity to consider nominees for the 2016 CPRS District 10 Volunteer Merit Award.

Recommendation: Commission receive, consider, select a nominee(s), and file.

Background:

The California Parks and Recreation Society District 10 is scheduled to host their awards and installation banquet on Thursday, April 14, 2016 at the new Marina Park in Newport Beach. The awards program is designed to recognize and honor those individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10, whose boundaries include portions of Los Angeles and all of Orange County.

Each year the City of Los Alamitos nominates an individual and/or an organization to receive the Volunteer Merit Award.

Discussion:

The Volunteer Award nomination process recently opened to all agency members of District 10. Last year Los Alamitos Medical Center and Erin Henkhaus (LAVP member) were honored by the City of Los Alamitos, Parks, Recreation & Cultural Arts Commission and CPRS District 10.

This item is presented to the Commission for you to discuss worthy individuals and/or groups that you would like to nominate. Nominations will be taken from individual Commissioners and a final vote made at the conclusion of the discussion due to the upcoming nomination deadline.

The Parks, Recreation and Cultural Arts Commission is invited to attend the District 10 banquet which will begin with a "Social Hour" starting at 5:30 p.m. and the banquet beginning at 7:00 p.m. on Thursday, April 14, 2016, at the Marina Park in Newport Beach (1770 W. Balboa Blvd.). The City Council will be invited to attend along with the City Manager as well as Recreation and Community Services staff.

Fiscal Impact:

The Recreation and Community Services Department will support the cost of the award(s) and the banquet for the recipient(s) and his/her/their guest(s), and banquet for all Parks, Recreation and Cultural Arts Commissioners, staff and City representatives who wish to attend.

Submitted & Approved By:



Corey Lakin
Recreation & Community Services Director

- Attachments: 1. *Previous CPRS District 10 Volunteer Merit Awardees*
 2. *CPRS District 10 Awards & Installation Banquet Save the Date Flyer*

**CPRS District 10 Volunteer Award
Past Award Winners**

1996	Walter Ackerman, Commissioner of AYSO Region 159
1997	Los Alamitos Senior Citizens' Club
1998	Los Alamitos Rotary Club
1999	George Briggeman, Jr.
2000	Brigadier General Guido J. Portante, Jr.
2001	Los Alamitos Youth Center, Inc.
2002	None
2003	Tom Kneeshaw
2004	Ganahl Lumber
2005	Major Lisa Kutschera
2006	Trend Offset Printing
2007	Mark Wagner – Retiree Recognition Award
2007	Patti Haney & Rand Watkins - Seal Beach Swim Club
2008	Verna Burns – Sr. Club
2008	Beth Piburn & Candace Drucker – Parks, Recreation and Cultural Arts Commissioners
2009	Keyanus Price, Trend Offset Printing
2009	Lu Morgan, Senior Meals Program volunteer
2010	Fred Freeman, AYSO Volunteer
2010	Revolution Church
2011	50 th Anniversary Committee
2012	Nancy Karemlich, Banners of Honor Maria Teresa Diaz, St. Isidore Historical Plaza
2013	Tom Rothwell Southland Credit Union
2014	Tom Stretz Sunburst Youth Academy
2015	Los Alamitos Medical Center Erin Henkhaus

SAVE THE DATE

Thursday,
APRIL 14, 2016

**CPRS District 10
Awards Banquet & Installation**

*Marina Park Community Center
Newport Beach, Ca*



A Gatsby Themed Affair

A LITTLE PARTY NEVER
HURT NOBODY