

City of Manhattan Beach  
Parks & Recreation Department

# Facility Reservation Policy

Updated November, 2018

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## **1. PURPOSE**

The Facility Use Policies and Procedures (Policy) governs use of public facilities such as community center rooms, picnic shelters, swimming pools, basketball courts and sports fields that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The purpose of this policy is to provide use regulations and application and scheduling procedures to accommodate residents and individuals that would like to use City facilities. Facilities will not be used for religious worship or other religious purposes, political fundraisers, political advocacy or other partisan campaign events, or the sale of goods or services. Candidate or ballot issue forums that present all opposing viewpoints may be accepted.

## **2. PROCEDURES**

- A. Applications to use the City facilities must be made on forms provided by the Parks and Recreation Department (referred to as Department). Applicants must provide all information as may be required by the Department to assure compliance with the requirements and regulations of this Policy.
- B. Applicants will be required to pay a security deposit in an amount that will promote use of the facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional cleanup is required.
- C. Approval or denial of a reservation request will be provided within five (5) working days of receipt of a completed application.
- D. Residents may submit an application for use of Department facilities up to 90 days in advance, but no later than 10 business days before the event with the exception of park reservations. Non-residents may submit applications up to 60 days in advance. Requests received outside these timeframes may be granted if time and conditions allow.
- E. Applications are not considered approved until the applicant has received a permit from the Department
- F. A permit shall not be transferred, assigned or sublet. All permits will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.
- G. Reservations in excess of 50 attendees require the Director of Parks and Recreation's approval. Applicant may be required to complete the special event permit process.

- H. The reservation request and rental agreement must be completed and signed by an adult age 18 and over who will attend, supervise and be responsible for the entire event or activities. Proof of residency is required at the time of application in order to receive the resident rate. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.
- I. A permit which authorizes the rental of facilities may be revoked for violation of any rental policies.
- J. The Applicant shall be liable for any and all accidental injury to any and all persons or loss or damage to City, group, or individual property. Applicant will be required to execute an Indemnification/Hold Harmless agreement protecting the City's interests as part of the permit application process.
- K. For all parties of 100 or more, indoor, and field use the applicant shall be required to furnish general liability insurance coverage that shall not be less than \$1,000,000 per occurrence. The City reserves the right to ask for increased limits depending on the nature and scope of the activities taking place at a City facility. A Certificate of Insurance shall be issued with the City of Manhattan Beach being identified as the certificate holder. The insurance shall include an additional insured endorsement naming the City of Manhattan Beach as additional insured.
- L. Applicants will be required to acknowledge that neither the City nor the Department assumes any liability for injury or loss of personal property.
- M. The Department will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the Department's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees and deposits will be refunded.

### **3. FEES AND DEPOSITS**

Fees may be charged for the use of City facilities and shall be established and periodically adjusted. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.

- A. All fees and deposits, if applicable, must be paid at the time of application submittal.
- B. A nonrefundable application fee will be applied to all reservation request.
- C. Deposits: A security deposit is required for all room rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility.
  - a. INSPECTION AND CLEAN-UP AFTER EVENT

- i. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Reservation Inspection Form. This report consists of a checklist to ensure clarity regarding the arrival time and the initial condition of the reserved site.
- b. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Reservation Inspection Form. All items left at the facility will be discarded.
- c. The applicant is responsible for payment of any costs incurred by the Department due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

#### **4. CANCELLATIONS AND CHANGES**

Cancellations and changes must be made in writing by the applicant and must be received no less than five (5) business days prior to the event, by Department during regular City Hall business hours. Cancellations or changes submitted to the sites **will not** be honored. Submit written requests by email to [reservations@citymb.info](mailto:reservations@citymb.info).

- A. All cancellations must be made no less than 10 business days prior to the event. Cancellations are categorized as discontinuing a reservation and not rescheduling.
  - a. Cancellation of reservations made fewer than 10 business days prior to the event date are subject to forfeiture of all fees paid
- B. A fee, billed to the nearest half hour, will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at the applicable hourly room/area rate. Groups will be billed per room/area used.
- C. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.
- D. Applicant failure to arrive at a scheduled event, and/or failure to provide written cancellation notification to the Facility Reservations office during City Hall business hours, will be considered a No Show and all deposits and fees will be forfeited.
- E. Space viability subject to change.
- D. Failure to comply with any section of the Policy requirements and/or falsification of information is subject to the forfeiture of all deposits and fees paid. Additional fees and penalties will result from misrepresenting a reservation request.

#### **5. REGULATIONS AND RESTRICTIONS**

The Department reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

All uses of Department facilities will be subject to the following regulations and restrictions:

A. Marketing:

- a. For any event that will be advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *This event is a private reservation and is not endorsed or sponsored by the City of Manhattan Beach.* A copy of flyer and/or electronic communication must be submitted to the Department for approval prior to distribution to the public.
- b. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Parks and Recreation Department. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited.
- c. Day of Event Signs – Applicants requesting to display signs at City parks and facilities during reservations are subject approval by the Director or his/her designee. Requests must be approved during the application process. Signage must be directed to the participants in the reserved area and not to street travel. Signs may be approved for posting at the beginning of the reservation and must be removed at the end of the reservation

B. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Department.

C. Smoking is prohibited in Manhattan Beach.

D. The Department reserves the right to require additional program, facility or maintenance staff due to the size or nature of the event. Additional staff time is billed to the applicant per hour, per staff member at the current City fully-burdened rates. Some events may require maintenance staff at the applicant's expense. Staffing requirements will be determined at the time of permit approval and may be modified at the pre-event site walk through meeting.

- a. Any group of 50 or more using a City facility must obtain a reservation permit and must reserve an area for such use.
- b. Lifeguard Service and Requirements. Lifeguard Service is defined as on-deck supervision of water activities by City lifeguards. These services are required for all water activities at the aquatic facilities, and fees are charged to the organization utilizing the service.

E. The City reserves the right to require police/security guards present at events reserved through the Department, including but not limited to:

- a. Events with an attendance of 50+ youth

- F. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one (1) adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity. Minors must be supervised at all times.
- G. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Reservation Inspection Form. This process is intended to confirm the departure time and facility condition at the end of the event. If the applicant and/or event contact fails to sign the Reservation Inspection Form, or fails to accomplish site clean-up by permit end time, the full deposit may be forfeited and the Department reserves the right to reject any future applications. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.
  - a. Applicants must assist with trash pick-up throughout events and place trash in the proper receptacles. Bags of trash may not be left on sidewalks or outside trash dumpsters.
- H. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.
- I. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured from the Director or his/her designee.
- J. The posted occupancy of City facilities shall not be exceeded.
- K. Storage space will not be granted at any time.
- L. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Independence Day, Labor Day, Memorial Day, New Year's Eve, New Year's Day, and Thanksgiving.
- M. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department and all applicable City, State and Federal laws, rules and regulations.
- N. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces. Overnight parking is not allowed.

- O. Policies and guidelines regarding caterers shall be adhered to. Individuals or businesses displaying or selling items, or providing a service (for example magician, caterers, etc.) must have a reservation permit or be under an applicant who has a reservation permit. Vendor must be licensed to conduct business activity in Manhattan Beach and must provide proof of a current City Business License or purchase one. Contact the Finance Cashier division at (310) 802-5550 for information regarding securing a Business License. The event applicant is responsible for submitting proof of Business License(s) at least two Business days prior to event date. Due to the nature of the service or items being displayed or sold, proof of liability insurance and health permits may be required.
- P. Animals are not permitted within City Facilities with the exception of service animals. However, this provision shall not apply to activities or programs of Parks & Recreation Department.
- Q. No candles or open flames in or outside facilities.
- R. Kitchen use must be requested on the application and must accompany reservation of another room in the facility only. Warming of prepared food is allowed in all kitchens. Refer to the rental fee list for applicable rates.
- S. Additional equipment may be available for rent at various facilities in conjunction with a reservation. Equipment rentals cannot be guaranteed and are arranged at the time of reservation process.
- T. Golfing, chipping or putting is prohibited at all City parks and facilities.
- U. Unusual equipment, such as dunk tanks, carnival rides or inflatable equipment is prohibited at all City parks and facilities.
  - a. Fog machines (ice or oil) are not allowed.
- V. Outside grilling and cooking is permitted using City stationary barbecues only.
- W. Applicants or event contacts must be present at all times and may not rope off area or walkways and leave area unattended. Applicants or event contacts may bring one (1) six (6) foot table and a maximum of 10 lawn/beach chairs to reservation area.
- X. Decorations must be removed after the event or the deposit will be forfeited. Hanging any items from or posting any items on trees, structures or other surfaces is prohibited.

Y. Cycles, skates, skateboards, rollerblades, scooters or like equipment is prohibited at all City parks and facilities with the exception of the Skate Spot.

## **6. CLASSIFICATIONS**

The following classifications are utilized only for the purpose of determining reservation priority, fees and charges. Classifications are determined based upon the type of event and individual or group who is reserving. Classifications are determined when the reservation application is approved. Classification assignments do not supersede any contractual arrangements between the City and any organization or business.

Misrepresentation of any classification will result in loss of all deposits and/or fees paid and may jeopardize future reservations.

- City of Manhattan Beach sponsored or conducted activities, official City functions, and Manhattan Beach Unified School District activities have priority
  - Examples: Parks and Recreation Department events and classes
- Youth Resident Service Organizations. To be considered resident based, organizations must be 60% resident based
  - Examples: Boy/Girl Scouts, AYSO meetings, Little League meetings

*For membership based organizations, a roster of current and active membership, including complete addresses with zip codes.*

- Non-Profit Resident of Manhattan Beach who wish to provide programs to the community must present business license and proof of 501c3 status.
  - Examples: Chamber of Commerce, Surfrider, Rotary Club meetings, events
- Resident of Manhattan Beach who wish to conduct private activities must show a valid ID, utility bill or lease agreement.
  - Examples: baby showers, birthday parties, meetings and weddings
- Non-resident of Manhattan Beach
  - Examples: baby showers, birthday parties, meetings and weddings
- Commercial for profit use for residents and nonresident. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users