

City of Manhattan Beach
Parks & Recreation Department

Facility Reservation Policy

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1. PURPOSE

The Facility Reservation 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 who 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 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 approval of the Director of Parks and Recreation's. 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 or 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 for 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 or 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 City's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled at no additional cost (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 requests.
- 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 - 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 form consists of a checklist to ensure clarity regarding the arrival time and the initial and final 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 and the applicant will be billed for removal if necessary.
- 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 by Department, at City Hall during regular City Hall business hours. Cancellations or changes submitted to the individual sites **will not** be honored. Submit written requests by email to reservations@citymb.info

- A. All cancellations must be made no less than five (5) business days prior to the event. Cancellations are defined as discontinuing a reservation and not rescheduling. Cancellation of reservations made fewer than five (5) business days prior to the event date are subject to forfeiture of all fees paid.
- B. For indoor facility reservations, a fee may 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 (to the nearest half hour) per room/area used.
- C. Refunds or credits are not available for early departure from a scheduled reservation or for unused time.
- D. Failure of applicant 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 (as required in section 4-A).
- E. The City reserves the right to substitute a similar City facility.
- F. Failure to comply with any section of the Policy requirements and/or falsification or misrepresentation of information is subject to the forfeiture of all deposits and fees paid. Additional fees and penalties may result from misrepresenting a reservation request.

5. REGULATIONS AND RESTRICTIONS

Any group of 50 or more using a City park or facility must obtain a reservation permit and must reserve an area for such use. 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 City staff.

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

A. Marketing:

- a. For all events held at City facilities, advertisements must be pre-approved by the Director or his/her designee prior to distribution to the public. The following disclaimer must be 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 at least 5 days in advance.
- b. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or facilities without prior approval by the Director or his/her designee. 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 to approval by the Director or his/her designee. Requests must be made during the application process. Approved signage may be posted during reservation event hours.

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 all public places Manhattan Beach and in all City facilities.

D. The Department reserves the right to require additional program, facility, aquatic 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. Staffing requirements will be determined at the time of permit approval and may be modified at the pre event site walkthrough meeting.

Aquatic facility reservations require on-duty lifeguard services. Aquatic facility rental rates are inclusive of lifeguard services .

The City reserves the right to require police/security guards present at events reserved through the Department.

- E. For all indoor facility rentals involving youth age 17 years and under, there shall be at least one (1) adult in attendance for every 20 minors. Minors must be supervised at all times.
- F. 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 for paying for any damage to property or loss of property. A fee equal to the 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 pick-up trash throughout events and place trash in the proper receptacles.
- G. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall ensure that no disorderly or illegal conduct shall be allowed in any facility.
- H. 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.
- I. The posted occupancy of City facilities shall not be exceeded.
- J. Storage space will not be granted at any time.
- K. Indoor 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.
- L. 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.
- M. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces. Overnight parking is not allowed.

- N. Caterers and businesses providing services, such as magicians, comedians and sport instructors, for the permit holder must be pre-approved by the Director or his/her designee and obtain a Manhattan Beach business license. In addition, the vendor is required to submit proof of insurance with a special endorsement naming the City of Manhattan Beach as additionally insured.
- O. Animals are not permitted within City facilities with the exception of service animals unless approved by the Department Director or his/her designee.
- P. No candles or open flames are permitted in or outside facilities
- Q. Kitchen use, where available, must be requested on the application and must accompany reservation of another room in the facility..
- R. 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.
- S. Golfing, chipping or putting is prohibited at all City parks and facilities.
- T. Unusual equipment, such as dunk tanks, fog machines, carnival rides or inflatable equipment is prohibited at all City parks and facilities.
- U. Outside grilling and cooking is permitted using City stationary barbecues only.
- V. Decorations must be removed after the event or the deposit maybe forfeited. Hanging any items from or posting any items on trees, structures or other surfaces is prohibited.
- W. Cycles, skates, skateboards, rollerblades, scooters or like equipment are prohibited at all City parks and facilities with the exception of the Marine Avenue 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.
- Resident Youth Service Organizations - To be considered resident based, organizations must be comprised of 65% Manhattan Beach residents
 - 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.

- Resident Non-Profit Organizations – To be considered resident non-profit, the organization must present a valid Manhattan Beach business license and proof of 501(c) status.
 - Examples: Chamber of Commerce, Surfrider, Rotary Club meetings and events.
- Resident - Residents of Manhattan Beach wishing to conduct private activities must show proof of residency such as a valid ID, utility bill or lease agreement.
 - Examples: baby showers, birthday parties, meetings and weddings.
- Non-resident – Users without a Manhattan Beach address who would like to conduct private activities.
 - Examples: baby showers, birthday parties, meetings and weddings.
- Commercial (for profit) - 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. The sale of goods is not permitted, as described in section 1 of the policy.