



La Palma Community Services-Recreation Division
 7821 Walker Street, La Palma, CA 90623
 (714) 690-3350 | recreation@cityoflapalma.org

OUTDOOR

Facility Rental Fees & Information

**La Palma Community Center Business Hours:
 (View Page 2 for Available Rental Hours)**

Monday - Thursday 8:00 a.m. – 5:30 p.m.

Special Days/Holiday Hours for Facility Use

President's Day	10:00 a.m. – 8:00 p.m.
Memorial Day	10:00 a.m. – 8:00 p.m.
July 4 th (gazebo only)	2:00 p.m. – 8:00 p.m.
Labor Day	10:00 a.m. – 8:00 p.m.
Veteran's Day	10:00 a.m. – 5:00 p.m.
Christmas Eve	10:00 a.m. – 5:00 p.m.
New Year's Eve	10:00 a.m. – 5:00 p.m.

Facilities are CLOSED on the following Dates/Holidays

(Restrooms are open 8:00 a.m. – 8:00 p.m.)

New Year's Day	July 3rd	Thanksgiving Day
Easter Sunday	Christmas Day	

USER PRIORITIES

- 1 - CITY** City of La Palma administered, sponsored functions
- 2 – RESIDENT PRIVATE USE** Resident private use, La Palma Non-profits, or La Palma based Business

GENERAL OUTDOOR FACILITY PERMIT REGULATIONS AND INFORMATION

Outdoor facilities are available for rental:

Monday – Friday	9:00 a.m. – 10:00 p.m.
Saturday & Sunday - Daylight Savings Time (2 nd Sunday in March until 1 st Sunday in November)	9:00 a.m. – 10:00 p.m.
Saturday & Sunday – Standard Time	9:00 a.m. – 5:00 p.m.

1. Failure to abide by the terms of your permit and rules provided, herein, may result in the termination of your event by the La Palma Community Services Department-Recreation Division. Permit Holder is responsible for their guests' adherence to park rules.
2. **Central Park is smoke and tobacco free per La Palma Municipal Code, Section 18-28.**
3. **No alcoholic beverages are permitted in City parks at any time per La Palma Municipal Code, Section 18-8D.**
4. **The Central Park curfew is from 10:30 p.m. through 5:00 a.m., every day, per La Palma Municipal Code, Section 18-8.1.**
5. Permit Holders or their guests **ARE NOT ALLOWED TO DRIVE ANY MOTORIZED VEHICLE (Car, Truck, Motorcycle, and ATV) ONTO THE PARK GROUNDS AT ANY TIME** without expressed written consent from the La Palma Community Services Department. Doing so may cause immediate cancellation on a permit and potential to reserve outdoor facilities in the future.
6. Permit Holder needs to check in AND out with the Recreation staff on duty. Be prepared to show the ID used when the permit was booked. If your permit is valid for multiple dates, you must check in with staff on duty **EACH** date of your permit. **Permit Holder is required to remain on site throughout the entire event.**
7. Initial applications for Outdoor Facility Use Permits must be submitted at least **FIVE (5) ADMINISTRATIVE WORKING DAYS PRIOR TO THE USE DATE** but no more than to six (6) months in advance.
8. Outdoor Facility Use Permits will only be issued to persons **eighteen (18) years of age and older.**
 - a. The Permit Holder of the Outdoor Facility Use Permit assumes all liability for the use of the designated facility.
 - b. The Permit Holder will be held responsible for any theft and/or damage to equipment or property during outdoor facility use.
9. All **applications** for Outdoor Use Permits of City-owned Recreation facilities **MUST** be made by a La Palma Resident, a La Palma Based Non-Profit Organization Officer, or La Palma Business Owner/Manager (for business only) on the forms provided by the Community Services Department- Recreation Division.
 - a. For Residents, Proof of La Palma Residency will be required at the time of application. A DMV issued driver's license or ID card with a La Palma address is an acceptable form of proof of residency.

Other examples of acceptable proof of residency include:

- Utility (electricity, gas, etc.) bill from within the last three (3) months AND a government issued ID card matching the name on the utility bill.
- Current signed, dated, and notarized rental agreement/contract AND a government issued ID card matching the name on the agreement/contract.

b. For La Palma businesses and La Palma based organizations please contact the Recreation & Community Services Main Office at 714/690-3350 for additional information.

Fees & Deposit

10. **All fees and deposits** for outdoor facility permits are set by the La Palma City Council and **must be paid, in full, once permit has been approved**. All payments submitted will be deposited at the time of submittal.

a. Charges for use of the Plaza Pavilion, Gazebo, Softball Field, and Tennis Courts vary. **Fees are identified on page 7.**

11. The deposit is fully refundable provided all facility rules and regulations are followed and the facility is left in the same condition that it was found prior to your permit.

a. Failure to follow facility rules and regulations can result in the forfeiture of part or all of the deposit, at the discretion of the Community Services Director.

12. Refunds, pending City Council approval, will be returned to the Permit Holder no more than 30 days after the event.

13. City of La Palma Policy prohibits the commercial selling of goods or services on public property (non-profit fundraisers may be excluded, by approval of the Community Services Director).

14. Failure to adhere to park rules, regulations, safety measures, may require for permit holder and party to vacate premise(s). No refund or make-up date will be available if permit holder and/or party are asked to leave.

In the occasion where the permit holder or party does not adhere to any of the guidelines, the following series of warning communicated by Staff with each offense:

- First offense: Verbal Warning
- Second Offense: Cancelled practice with no rescheduled date
- Third Offense: Termination of permit with no refund

Cancellation

15. If the Permit Holder cancels their permit more than five (5) business days before the permit date, an \$11 processing fee will be deducted from the collected use fees. If the permit is cancelled within five (5) business days of the permit date, all collected use fees can be forfeited, at the discretion of the Public Works/Community Services Director.

16. Weather Cancellation: Permit Holder will receive a full refund if the permit is cancelled by the Community Services Department due to inclement weather or unsafe/unplayable field conditions caused by the weather.

17. Pavilion & Gazebo Permits are NOT interchangeable with Indoor Rental Permits (we will not move your permit indoors due to weather). If your permit needs to be cancelled due to inclement weather, you will be refunded your full rental fees or a portion thereof depending upon actual use.

PAVILION/GAZEBO RULES

PERMITS MUST BE COMPLETED BY 8:00PM

18. The Pavilion & Gazebo must be cleaned and returned to the condition in which it was found. If the Permit Holder/group fails to do so, an additional fee may be deducted from your deposit for cleaning.

a. No tape, nails, etc. will be permitted on the Pavilion or Gazebo structures.

19. BBQ's are not included with your reservation. BBQ's located in Central Park are open for use on a first-come, first-served basis. If you choose to bring your own BBQ, it must be placed and used on grass, not on cement. DO NOT dump hot coals in any trashcan.

Use of taco carts/caterers must abide by the same BBQ rules.

20. Use of a jump house/moon bounce during the permit is allowed, provided the following conditions are met.

a. The use of such equipment must be indicated on the approved Facility Use Permit form.

b. The jump house/moon bounce provider must have a Certificate of Insurance naming the City of La Palma as additionally insured on file, five days prior to the event. General Liability Insurance must have a general aggregate limit of at least \$2,000,000 (\$1,000,000 for each occurrence.)

Insurance may be obtained in the following ways:

1. Facility users may check with their homeowner's insurance provider;
2. Facility users may directly contact an insurance agent or broker;
3. Non-profit and service organizations may contact their parent organization to utilize their umbrella policy;

Failure to provide the City with a valid Certificate of Insurance prior to your event will result in immediate cancellation of your rental agreement. The cancellation and refund policies will be in effect.

c. The jump house/moon bouncer must be set up and removed within the scheduled time of your permit.

d. Jump house/moon bounce provider must supply generator, Central Park electrical boxes located in Pavilion and Gazebo area are NOT to be used for inflatables. It is the permit holder's responsibility to inform their provider, they must bring a generator.

21. Only the picnic tables located within the Pavilion/Gazebo area are included with the permit. The Community Services Department does not provide additional tables or chairs for outdoor permits.

a. **Please do NOT relocate any picnic tables or benches in Central Park.**

22. Carnival rides, water slides, foam usage, hamster balls, trackless trains, and live animals are not allowed. For clarification on additional attractions please contact the Community Services Main Office, 714/690-3350.

23. Music is permitted, however sound must not be disturbing to the surrounding residential areas. The maximum sound level may not exceed 65 dBA between the hours of 7:00AM to 7:00PM and 50 dBA between 7:00PM and 10:00PM. Please contact the Community Services Main Office for questions regarding sound.
24. It is the responsibility of the permit holder to provide an extension cord to utilize power from the electrical socket. The Pavilion has two sockets available, the Gazebo has one. All sockets are 20 amps each. Do not bring appliances that require additional circuits or higher amperage.
Example: 1 coffee pot uses 1 20 amp circuit.

SOFTBALL/

SOCCER FIELD RULES

PERMITS MUST BE COMPLETED BY 10:00PM

The Central Park Softball Field was built for and is intended for softball play and practice. As Central Park is a multi-use facility, baseball play and practice is limited to ages under 12 for safety reasons to avoid baseballs being hit into other areas of the park. Please be respectful of this use.

25. Rental of the Softball/Soccer Field includes use of the infield and up to 250 diameter feet of the outfield. As Central Park is open to the public for drop-in use, field rentals do not include areas beyond this. If more area is needed for the size of a permit, rental of the Pavilion and/or Gazebo may be required.
26. Field use permits may not initially be taken out for more than eight (8) dates at any time. A new permit may be requested during the final week of a current Facility Use Permit.
 - a. Use of the Field, by permit, is limited to one 2-hour period per calendar week (Sunday through Saturday).
 - b. All Field uses will be scheduled beginning with an **even hour**.
(Ex: 10 AM – 12 PM or 2 PM – 4 PM)
 - c. The use of softball field lights is at the discretion of the Community Services Department, depending on time of year and safety concerns. For energy efficiency, the softball lights will not be available for use during daylight hours, except for ½ hour prior to dusk.
27. Use of bases is included with your softball field permit. Please specify whether you will be using 60ft. or 65ft. distances between bases.
28. **Softball Field Preparation** (extra fee): If requested during permit application, field will be dragged & groomed; lines & batter's box will be marked.
29. Permit Holders or their guests **ARE NOT ALLOWED TO DRIVE ANY MOTORIZED VEHICLE (Car, Truck, Motorcycle, and ATV) ONTO THE PARK GROUNDS AT ANY TIME** without expressed written consent from the La Palma Community Services Department. Doing so may cause immediate cancellation of a permit and potential to reserve outdoor facilities in the future.
30. If a permit holder wishes to host a tournament, additional consideration and approval (i.e. insurance) is required. Rental of the Pavilion and/or Gazebo may also be required to ensure adequate parking for both indoor and outdoor rentals.
31. A permit holder may not sell any food or non-food product on City of La Palma property.

32. Once approved, permit holder must sign in and sign out before and after each permit date.

As a reminder, **no alcoholic beverages are permitted in City parks at any time per La Palma Municipal Code, Section 18-8D.** Any permit with alcohol on City property will cause the immediate cancellation of the permit and ability to reserve outdoor facilities in the future.

TENNIS COURT RULES

PERMITS MUST BE COMPLETED BY 10:00PM

31. Tennis Court permits may not be taken out for more than four (4) dates at any time. A new permit may be requested during the final week of a current Facility Use Permit.

- a. Use of the Tennis Courts, by permit, is limited to one 2-hour period per calendar week (Sunday through Saturday).
- b. All Tennis Court uses will be scheduled beginning with an **even hour**. (Ex: 10 AM – 12 PM or 2 PM – 4 PM)

32. Tennis Courts are NOT to be used for tennis lessons by unauthorized personnel.

33. Tennis Courts are for Tennis only. Skateboards, bicycles, in-line skates, scooters, and motorized scooters are not allowed on the Tennis Courts.

OUTDOOR FACILITY FEES & DEPOSITS

FACILITY	HOURLY FEES & REFUNDABLE DEPOSITS
Plaza Pavilion 150 people maximum	\$30.00 / hour Refundable Deposits: 1-49 People: \$100 50+ People: \$200
Bicentennial Gazebo (75 people maximum)	\$20.00 / hour Refundable Deposit: \$100
Softball Field	\$40.00 / 2 hours without Lights
	\$50.00 / 1 hour with Lights, 1 hour without Lights
	\$60.00 / 2 hours with Lights
	Softball Field Preparation \$60.00 Per Use (in addition to hourly fees)
Soccer/Football Field	\$40.00 / 2 hours without Lights
	\$50.00 / 1 hour with Lights, 1 hour without Lights
	\$60.00 / 2 hours with Lights
Tennis Court(s)	\$30.00 / 2 hours

