



DEPARTMENT OF COMMUNITY SERVICES  
 29900 Ladyface Court, Agoura Hills, CA 91301 Phone: (818)597-7361  
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## PARK RESERVATION APPLICATION

Name of Applicant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Activity: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ or \_\_\_\_\_

FACILITY: \_\_\_\_\_ Area: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Set up time: from \_\_\_\_\_ to \_\_\_\_\_ Decorations: Yes \_\_\_\_\_ No \_\_\_\_\_

Event time: from \_\_\_\_\_ to \_\_\_\_\_ Description: \_\_\_\_\_

Clean up time: from \_\_\_\_\_ to \_\_\_\_\_

Total hours: \_\_\_\_\_ multiplied by (#) \_\_\_\_\_ of days at \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

### APPLICANT ACKNOWLEDGEMENT

I hereby certify that I will abide by all rules, regulations, and ordinances of the City of Agoura Hills. As an individual or duly authorized representative of the sponsoring organization, I agree to defend and to hold harmless the City of Agoura Hills, together with its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control, against any and all liability and claim thereof for any injury, death, or property damage allegedly suffered by any person, occurring during and as a result of the exercise of the privileges and the permission hereby being granted to the sponsoring organization, its agents, and employees. My signature below indicates that I agree to be in attendance for the duration of the permit, and disseminate rules and event parameters to all invited guests. As an applicant, I have read and hereby agree to abide by the rules and regulations of the City of Agoura Hills, local, state, and federal guidelines. Failure to comply with any listed rules, regulations or ordinance may result in permit cancellation.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### FEES AND DEPOSITS (FOR OFFICE USE ONLY):

Ballfield	_____
Basketball Courts	_____
Multi-Purpose Field(s)	_____
Picnic Shelter	_____
OA Equestrian Arenas	_____
Tennis Courts	_____
Film Permits/Media Shoots	_____
Other	_____
Insurance Fee	_____
Processing Fee	\$ _____ 10.00
Security/Damage Deposit	_____
<b>Total FEES:</b>	_____

APPLICATION: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved/Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

### FACILITY REQUEST CANCELLED:

YES \_\_\_\_\_ DATE: \_\_\_\_\_

**Complete if paying by Credit Card** (By signing this form, I am agreeing to pay the reservation charges.)

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_ Cardholder's phone number/email \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 Digit CVC number on back of card: \_\_\_\_\_

**PARK RESERVATION APPLICATION  
VENDORS AND VENDOR INSURANCE**

Any outside vendor, whether a food vendor, entertainment such as face painters, temporary tattoo artists, characters, magicians, etc., must supply the City of Agoura Hills with insurance for the event. This will include a Certificate of Liability along with a Certificate of Endorsement naming the City of Agoura Hills as additionally insured and endorsed for the event. This documentation must be presented no later than 14 calendar days prior to your event. *You may also purchase additional insurance to cover a food vendor from the City of Agoura Hills.* Please contact City staff for a price quote. In the event that the City does not receive the insurance certificates, the vendor will be prohibited from entering the facility. See Insurance Section of the Application for complete documentation requirements.

**Will a food vendor be supplying food for your event? Yes \_\_\_\_\_ No \_\_\_\_\_**

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Will there be an entertainer for your event? Yes \_\_\_\_\_ No \_\_\_\_\_**

If so, what services are they providing? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Will there be a supply vendor (tables, chairs, photo booths, etc.) for your event?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Is the City going to be the insurance provider for yourself? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Is the City going to be the insurance provider for your vendor? Yes \_\_\_\_\_ No \_\_\_\_\_**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**YOUTH SPORTS FACILITY USER ACKNOWLEDGMENT OF RULES AND REGULATIONS**

ORGANIZATION ACTIVITY: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

PARK FACILITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME #: \_\_\_\_\_ CELL #: \_\_\_\_\_ WORK #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

We, \_\_\_\_\_, hereby acknowledge that we have read and shall keep our organization informed of and shall comply with all local, State, and Federal ordinances, laws, and regulations regarding our organization's use of the City's park facility. We shall at all times observe and comply with all such ordinances, laws, and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by our organization's failure to comply with the section."

I acknowledge and understand that these local, State and Federal ordinances, laws and regulations include but are not limited to following regulations, copies of which I have received from the City of Agoura Hills staff:

1. The Reopening Safer at Work and in the Community for Control of COVID-19 Order issued by the County of Los Angeles Department of Public Health, found on their website: [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov), as amended from time to time; and

2. The Reopening Protocol for **YOUTH SPORTS**: Appendix Youth Sports Leagues issued by the County of Los Angeles Department of Public Health, as amended from time to time.

\_\_\_\_\_  
Organization Representative Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Representative Signature

\*\*\*\*\*

For staff use only

Processed by:

\_\_\_\_\_  
City Staff Person's Name

\_\_\_\_\_  
Date Received



## Reopening Protocol for Youth and Adult Recreational Sports Leagues

### Recent Updates: (Changes highlighted in yellow)

#### 3/2/21:

- Clarifies that this protocol applies to organized youth and adult recreational sports activities.
- Included a reference to LACDPH guidance on Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions for Youth Sports.
- Clarifies that a person who had contact with an individual with confirmed COVID-19 in the last 14 days must quarantine.
- Clarifies that a person in a youth sports program should not be allowed to play if test results are not available within 24 hours of play.
- Notes that antigen tests should be interpreted in the context of symptoms, exposure history, and prevalence of COVID-19 in the setting.

**2/26/21:** Updated to include link to sample Informed Consent Form. Language regarding face masks has been modified to add a link to LACDPH mask guidance and to require use of face masks by participants at all times except when a mask would be a hazard, while in the water, while eating/drinking or when a participant is exercising alone. Additional guidance added regarding return to play after an infection.

#### 2/24/21:

- Effective 2/26/21:
  - Outdoor, moderate-contact sports (as defined in Table 1) may resume all outdoor activities, including but not limited to practices, skills-building, training, and two-team competitions as soon as the County case rate is equal to or less than 14 cases per 100,000 people. Outdoor, moderate-contact sports must develop and implement an informed consent process for participants and/or their parents.
  - Outdoor, high-contact sports (as defined in Table 1) may resume all activities, including but not limited to practices, skills-building, training, and two-team competitions as soon as the County case rate is equal to or less than 14 cases per 100,000 people. Outdoor, high-contact sports must develop and implement an informed consent process for participants and/or their parents/guardians. Football, rugby, and water polo teams serving players 13 years of age and older must implement a weekly testing policy.
- Clarifies that this protocol does not apply to community events such as marathons, half marathons and road races.

COVID-19 continues to pose a high risk to communities and requires all people to follow precautions and to modify operations and activities to reduce the risk of spread. This protocol provides direction on **organized** outdoor youth and recreational adult sports activities to reduce the risk of spread of COVID-19 during these sports. The requirements below are specific to Youth and Adult Recreational Sports ("Recreational Sports") Programs permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific programs by the State Public Health Officer, these types of programs must also be in compliance with the conditions laid out in this Checklist for Youth and Adult Recreational Sports. For the purposes of this Protocol, Youth Sports are defined as sports activities or leagues established for individuals aged 18 years old and younger.

Note that this protocol applies to **organized** youth and adult recreational sports leagues, club sports, travel sports, sports events/meets/competitions and sports sponsored by private and public schools serving students in TK-12 schools. **This protocol does not apply to collegiate or professional sports or to community events such as marathons, half-marathons, and endurance races.**



# COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

## ORDER OF THE HEALTH OFFICER



Physical conditioning, practice, skill-building, and training that can be conducted outdoors, with 6 feet of physical distancing, and within stable cohorts are permitted.

Competitions may resume for all **outdoor** youth and adult recreational sports, including medium-contact and high-contact sports, in compliance with [State's Guidance](#) and this protocol. At this time, only outdoor youth and adult recreational sports activities may take place.

The risk of spread of COVID-19 from an infected person, even if they feel well, to others is affected by the following factors:

- Risk increases when face masks are not worn correctly and consistently, and physical distancing is not maintained.
- Risk increases with increasing levels of contact between participants; closer contact (particularly face-to-face contact), and the frequency and total duration of close contact, increases the risk that respiratory particles will be transmitted between participants.
- Risk increases with greater exertion levels; greater exertion increases the rate of breathing and the quantity of air that is inhaled and exhaled with every breath.
- Risk increases with mixing of cohorts and groups, particularly when from different communities (during or outside of sports play); mixing with more people increases the risk that an infectious person will be present.

Recreational Sports are classified in the Table below by their level of contact and transmission risk. Outdoor activities that allow for consistent wearing of masks and physical distancing by all are lower risk than indoor activities that involve close contact between sports participants and high exertion that increases the spread of exhaled respiratory droplets and particles and those that limit the ability to wear masks consistently. The competition between different teams and numerous participants also increases mixing and interactions across groups and outside of communities, which also contributes to the potential for spread of COVID-19 disease. Any tournaments or events that involve more than two teams are not currently permitted.

Please note that the list in the Table 1 below is not exhaustive but provides examples of sports with different levels of contact so that the level of risk and appropriate Tier can be assessed for other sports. Note that all sports that are permitted in lower tiers are also permitted in higher tiers.

In the protocols that follow, the term "household" is defined as "persons living together as a single living unit" and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels.<sup>1</sup> The terms "staff" and "employee" are meant to include coaches, employees, support staff, volunteers, interns and trainees, scholars and all other individuals who carry out work at the site or for the recreational sport activity. The term "participants", "family members", "visitors" or "customers" should be understood to include members of the public and others who are not staff or employees who spend time at the business or site or take part in the activities. The terms "establishment", "site", and "facility" both refer to the building, grounds, and any adjacent buildings or grounds at which permitted activities are conducted. "LACDPH" or "Public Health" is the Los Angeles County Department of Public Health.

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<sup>1</sup> 1 Los Angeles County Code, Title 22. §22.14.060 - F. Family definition. (Ord. 2019-0004 § 1, 2019.)

[https://library.municode.com/ca/los\\_angeles\\_county/codes/code\\_of\\_ordinances?nodeId=TIT22PLZO\\_DIV2DE\\_CH22.14DE\\_22.14.060F](https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT22PLZO_DIV2DE_CH22.14DE_22.14.060F)

Table 1: Youth and Adult Recreational Sports Permitted by Current Tier of County<sup>2</sup>

Widespread Tier (Purple)	Substantial Tier (Red)	Moderate Tier (Orange)	Minimal Tier (Yellow)
<p><b>Outdoor low-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Archery</li> <li>• Badminton (singles)</li> <li>• Biking</li> <li>• Bocce</li> <li>• Corn hole</li> <li>• Cross country</li> <li>• Dance (no contact)</li> <li>• Disc golf</li> <li>• Equestrian events (including rodeos) that involve only a single rider at a time)</li> <li>• Golf</li> <li>• Ice and roller skating (no contact)</li> <li>• Lawn bowling</li> <li>• Martial arts (no contact)</li> <li>• Physical training (e.g., yoga, Zumba, Tai chi)</li> <li>• Pickleball (singles)</li> <li>• Rowing/crew (with 1 person)</li> <li>• Running</li> <li>• Shuffleboard</li> <li>• Skeet shooting</li> <li>• Skiing and snowboarding</li> <li>• Snowshoeing</li> <li>• Swimming and diving</li> <li>• Tennis (singles)</li> <li>• Track and field</li> <li>• Walking and hiking</li> </ul>	<p><b>Outdoor moderate-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Badminton (doubles)</li> <li>• Baseball</li> <li>• Cheerleading</li> <li>• Dodgeball</li> <li>• Field hockey</li> <li>• Gymnastics</li> <li>• Kickball</li> <li>• Lacrosse (girls/women)</li> <li>• Pickleball (doubles)</li> <li>• Softball</li> <li>• Tennis (doubles)</li> <li>• Volleyball</li> </ul>	<p><b>Outdoor high-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Basketball</li> <li>• Football</li> <li>• Ice hockey</li> <li>• Lacrosse (boys/men)</li> <li>• Rugby</li> <li>• Rowing/crew (with 2 or more people)</li> <li>• Soccer</li> <li>• Water polo</li> </ul> <p><b>Indoor low-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Badminton (singles)</li> <li>• Bowling</li> <li>• Curling</li> <li>• Dance (no contact)</li> <li>• Gymnastics</li> <li>• Ice skating (individual)</li> <li>• Physical training</li> <li>• Pickleball (singles)</li> <li>• Swimming and diving</li> <li>• Tennis (singles)</li> <li>• Track and field</li> <li>• Volleyball</li> </ul>	<p><b>Indoor moderate-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Badminton (doubles)</li> <li>• Cheerleading</li> <li>• Dance (intermittent contact)</li> <li>• Dodgeball</li> <li>• Kickball</li> <li>• Pickleball (doubles)</li> <li>• Racquetball</li> <li>• Squash</li> <li>• Tennis (doubles)</li> <li>• Volleyball</li> </ul> <p><b>Indoor high-contact sports:</b></p> <ul style="list-style-type: none"> <li>• Basketball</li> <li>• Boxing</li> <li>• Ice hockey</li> <li>• Ice skating (pairs)</li> <li>• Martial arts</li> <li>• Roller derby</li> <li>• Soccer</li> <li>• Water polo</li> <li>• Wrestling</li> </ul>

<sup>2</sup> California Department of Public Health's *Outdoor and Indoor Youth and Recreational Adult Sports*, <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>.



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ORDER OF THE HEALTH OFFICER**



Youth and Adult Recreational Sports operators, coaches, and participants for swimming and diving must also refer to the County's Public Swimming Pool protocols, which are specific to those Recreational Sports.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your program develops any reopening protocols.

**All Recreational Sports Teams must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Recreational Sports Team/League name:**

**Coach Name and Facility Address:**

**A. MEASURES TO ENSURE PARTICIPANT, COACH, AND SUPPORT STAFF SAFETY**

- Outdoor recreational sports participants and teams may engage in training, conditioning, skills-building activities, and competitions as described below. As much as possible, participants, coaches, and support staff are to maintain a) a physical distance of at least six feet between each other at all times and b) an eight feet distance between each other during times of heavy physical exertion.
- All participants are required to wear an appropriate face mask that covers the nose and the mouth at all times during practice, conditioning, play and competition, even during heavy exertion as tolerated to protect the safety of all participants. Exceptions to wearing a face mask are when the face mask may become a hazard, when in the water, while eating/drinking, or when engaging in solo physical exertion (such as jogging by oneself, alone). Participants must wear a face mask at all times when not engaged in practice, conditioning, or in play, including when on the sidelines during competitions. This applies to all adults and to children 2 years of age and older. Masks with one-way valves must not be used. Only individuals who have been instructed not to wear a mask by their medical provider due to a medical condition, mental health condition, or disability that prevents wearing a mask are exempt from wearing one. Participants should take a break from exercise and/or remove their face mask if any difficulty breathing is noted and should change their mask or mask if it becomes wet and sticks to the participant's face and obstructs breathing. Participants must remain physically distanced from others at any time their face mask is temporarily removed. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- All coaches, support staff, family members, observers, and visitors are required to wear an appropriate face mask that covers the nose and the mouth at all times. This applies to all adults and to



children 2 years of age and older. Masks with one-way valves must not be used. Individuals who have been instructed not to wear a mask by their medical provider must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred.

- ❑ Entry Screening is conducted, in compliance with the LACDPH [Employee Screening guidance](#), before participants, coaches, and support staff may participate in youth and adult recreational sports activities each day. Checks must include a check-in concerning fever, cough, shortness of breath, difficulty breathing and fever or chills, and whether the person is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
  - If the person has no symptoms, is not currently under isolation or quarantine orders, and no contact to a known or suspected COVID-19 case in the last 14 days, they can be cleared to participate for that day.
  - If the person has had contact to a known COVID-19 case in the last 14 days or is currently under quarantine orders, they must be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found at [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine).
  - If the person is showing any of the symptoms noted above or is currently under isolation orders, they must be sent home immediately and asked to isolate at home. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation).
  - For Youth Sports, refer the [DPH guidance on Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions](#) for determining the next steps for persons who have not been tested for COVID-19 but screen positive for symptoms during entry screening and their contacts.
- ❑ Until further notice, all recreational sports activities must only take place outdoors. Teams may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed, there is sufficient outdoor air movement, and the structure classifies as an outdoor structure per the [State Guidance on Use of Temporary Structures](#). The movement of wind and air in and through outdoor spaces can help reduce the concentration of virus in the air and limit spread of the virus from one person to another.
- ❑ Informed Consent for Youth Sports
  - Due to the nature and risk of transmission of COVID-19 while participating in Outdoor High-Contact and Moderate-Contact sports (as defined in Table 1), these teams must implement and strictly adhere to an informed consent process for participants and their parents/guardians. Informed consent must provide information regarding this risk to all adult participants and all parents/guardians of minors participating in such sports. Adult participants and parents/guardians of minors must affirm their understanding and acknowledgement of the risks by signing a consent form. A sample consent form may be found at: [http://publichealth.lacounty.gov/media/coronavirus/docs/community/Sports\\_InformedConsentExample.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/community/Sports_InformedConsentExample.pdf).
- ❑ Routine Testing for Youth Sports
  - Outdoor, High-Contact Sports teams (as defined in Table 1) are strongly encouraged to implement a weekly testing program (antigen or PCR testing) for participants and coaches during regular and post-season play. **Weekly COVID-19 testing program (antigen or PCR testing) is required for football, rugby, and water polo teams and coaches**, as these are high contact sports that are likely to be played unmasked, with close, face to face contact exceeding 15 minutes. If competing, tests must be completed, and results made available and reviewed by the coaches within 24 hours of play.

- Antigen tests results should always be interpreted in the context of the exposure history,



clinical presentation of the person being tested, and prevalence of COVID-19 in the community. A health care provider should be consulted to determine whether confirmatory PCR testing should be performed after a negative antigen test in a person with COVID-19 symptoms or after a positive antigen result in an asymptomatic person without exposure.

- If a test result is not available within 24 hours of play, the person should not be allowed to play. If the COVID-19 test result is indeterminate or positive, the person must be sent home immediately to isolate. Provide them with the isolation instructions found at [ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation).
  - Note: The testing requirement applies only to teams with participants that are older than 13 years old. Teams that are made up of 50% or more participants who are 13 years old or younger may exempt participants from regular testing; however, coaches still need to be tested on a weekly basis.
  - Note: Testing will be required when the adjusted case rates for the County exceed 7 cases per 100,000 population.
- Indoor activities of any kind are not permitted at this time. Transmission is more likely to occur in indoor settings. This includes both sports activities (practice, conditioning) as well as associated indoor activities such as team dinners or film study, among others.
  - Inter-team competitions (defined as competitions between 2 teams only) are permitted for Outdoor, Low-Contact Sports, Outdoor Moderate Contact Sports and Outdoor High Contact Sports (listed in Table 1) under the following conditions:
    - Inter-team competitions may be held between two teams only. Tournaments or events that involve more than two teams are not currently permitted in California.
    - Inter-team competitions are permitted only if (a) both teams are located in the same county and the sport is authorized in Table 1; or (b) teams are located in immediately bordering counties and the sport is authorized in both counties in Table 1. The county is determined by where the team, school, club, league, and similar organizations are functionally based (e.g., where the participants reside, where the facilities are located, etc.).
    - Teams must not participate in out-of-state tournaments.
    - A team is defined as a group of players forming one side in a competitive game or sport.
    - Only one competition, per team, per day maximum may be played.
  - Team transportation:
    - Bus/van travel by teams may pose a higher risk of transmission. If teams travel by bus/vans, all passengers must wear a face mask at all times and maintain physical distance of at least 6 feet. Windows must remain open for the full duration of the trip unless not feasible.
    - Travel via private car must be limited to only those within the immediate household.
  - Any areas where participants are seated off-field or off-court (e.g., bench, dugout, bullpen) has been reconfigured to create additional seating such that participants and employees are able to maintain a physical distance of 6 feet while in the area.
  - Observers are permitted for youth sports (age 18 years and under) practices and competitions for age-appropriate supervision. Observers must be limited to immediate household members. Observers must wear a mask at all times and must maintain a 6-foot physical distance from non-household members. Observers should refrain from shouting, singing, or chanting as these activities increase the volume and spread of respiratory droplets. Consider offering video streaming of games so that they can be watched "live" from home.
  - Observers are not permitted for adult recreational sports.
  - Participants, coaches, and support staff should cohort by team, and refrain from participating with more





than one team over the same season or time period. For youth sports, see [CDC Guidance on Schools and Cohorting](#).

- Consider redesigning recreational sports activities for smaller groups and rearranging practice and play spaces to maintain physical separation.
- To the maximum extent practicable, participants are encouraged to bring their own equipment (for example, bats, golf clubs, rackets) to practice and not share equipment. Participants may engage in limited sharing of equipment, such as kicking a soccer ball between two participants, or throwing a baseball, football, or frisbee as part of skill-building exercises or during game play. If equipment must be shared, such as during game play, participants should perform hand hygiene before play, during breaks, at half time, and after the conclusion of the activity.
- Participants, coaches, and support staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- Children under age 9 years should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Participants, coaches, support staff, and employees are discouraged from making unnecessary physical contact with one another (for example, high-fives, handshakes, fist bumps) to limit the potential for disease to spread.
- For Recreational Sports teams that have indoor facilities, including but not limited to bathrooms and locker rooms, employees, coaches, and support staff may continue to access indoor areas of the facilities to use the restroom or take breaks, to conduct essential office operations and to move supplies and materials in and out of the building each day. Participants and visitors may not enter the facilities at any time or for any reason, except to individually use an indoor restroom. Participants and visitors waiting to use the indoor restroom must wait outside until the restroom is not occupied. The facility must monitor entry into the facility to limit restroom capacity, to prevent congregating indoors, and to ensure physical distancing among those who are in line to use the indoor restroom. Use of showers must remain closed. Stagger visits to the locker room or rest rooms to allow for physical distancing while indoors.
- Any locker rooms or restrooms that are in use are disinfected frequently, on the following schedule:
  - Locker rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Encourage participants to bring their own pre-filled reusable or purchased water bottles. Water fountains are available to fill water bottles only. Participants should not drink from the same beverage container or share beverages.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. These products contain ingredients which are safer for individuals with asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer's directions, and Cal/OSHA requirements for safe use.
- Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.



COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER



- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow LACDPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's Executive [Order](#) N-62-20.
- Upon being informed that one or more employees, coaches, support staff, or participants test positive for COVID-19 (case), the team has a plan or protocol in place to have the case(s) [isolate themselves at home](#) and require the immediate [self-quarantine](#) of all employees, coaches, support staff, or participants that had a exposure to the case(s). If there is an exposure to COVID-19 infection in a stable cohort in a youth sports program, all members of the stable cohort will require immediate self-quarantine.
- The team or league's plan should consider a protocol for all quarantined individuals to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the LACDPH guidance on [responding to COVID-19 in the workplace](#).
- Case Reporting:
  - For **Youth Sports**, the coach or league is required to notify Los Angeles County Department of Public Health (LACDPH) of all confirmed cases of COVID-19 disease among employees, **coaches, support staff**, and participants who had been at the site at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. **If online reporting is not possible**, download and complete the [COVID-19 Case and Contact Line List for the Education Sector](#) and send it to <mailto:ACDC-Education@ph.lacounty.gov>. The coach or league is required to report all COVID-19 infections in a youth sports program to the Los Angeles County Department of Public Health within 1 business day of notification of the case. In the event that 3 or more cases are identified among the members of the youth sports program within a span of 14 days, the coach or league should immediately report this cluster to the Department of Public Health **using** the same methods described above. The Department of Public Health will work with the site to determine whether the cluster is an outbreak that will require a public health outbreak response.
  - For **Adult Sports**, the coach or league is required to report all COVID-19 infections in an adult sports program to the Department of Public Health within 1 business day of notification of the case. In the event that 3 or more cases are identified among the members of the adult sports team within a span of 14 days, the coach or league should immediately report this cluster online to the Department of Public Health at [www.redcap.link/covidreport](http://www.redcap.link/covidreport). The Department of Public Health will work with the site to determine whether the cluster is an outbreak that will require a public health outbreak response.
- Returning to Sports After Infection:
  - People recovering from COVID-19 should not resume exercise until cleared by a physician and will have different paths to return to sports based both on the severity of their illness and their underlying health. A graduated return-to-play/exercise protocol, which introduces and increases physical activity in a stepwise fashion may be warranted and recommended once an athlete has been cleared by a physician. See the "What to do if a participant had COVID-19 or has it during the season?" in the [Academy of Pediatrics Interim Guidance on Return to Sports](#) and [Graduated return to play guidance following COVID-19 infection](#) for additional guidance.



- No one with symptoms of COVID-19 or who is in isolation or quarantine for COVID-19 is permitted to attend practices or competitions.
- Anyone with symptoms of COVID-19 should consult their physician for testing and notify their coach, athletic trainer and/or school administrator of their symptoms and test results.
- ❑ Employees who have contact with others are offered, at no cost, an appropriate mask that covers the nose and mouth. The covering must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
- ❑ Employees are instructed to wash or replace their masks daily.
- ❑ Employees, coaches, support staff, and youth team members have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick.
    - If you have symptoms of COVID-19, stay home until at least 10 days have passed since your symptoms first appeared AND at least 24 hours after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your symptoms (e.g., cough, shortness of breath).
    - If you tested positive for COVID-19 but never had any symptoms, you must stay home until:
      - 10 days after the date of the first positive test, but
      - If you develop symptoms of COVID-19, you need to follow the instructions above.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.
  - Avoid contact with people who are sick.
  - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - Constantly observe your work distances in relation to other staff and participants. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - Disinfect frequently touched objects and surfaces. This should be done hourly during business hours.
- ❑ Copies of this Protocol have been distributed to all employees, participants, and families.

## B. MAINTENANCE PROTOCOLS

- ❑ Group gatherings are prohibited, and benches and tables are removed or cordoned off because they can't be used.
- ❑ Commonly used items are sanitized regularly.
- ❑ Commonly used equipment is sanitized before and after each use.
- ❑ Restrooms are sanitized regularly.





- Water fountains are available to fill water bottles only.

**C. MONITORING PROTOCOLS**

- Instruction and information [signage](#) are posted throughout the facility to remind everyone to maintain physical distancing of six feet, the need to wear a mask at all times, the importance of regular handwashing and the need to stay home if they are feeling ill or have symptoms of COVID-19.
- Online outlets of the recreational sports program (website, social media, etc.) provide clear information about physical distancing, use of masks and other issues.
- Signs are posted that instruct visitors that they must stay home if sick with respiratory symptoms or if they are currently required to self-isolate or self-quarantine.
- Coaches and league managers monitor compliance of posted restrictions.
- Participants are asked to leave if not complying with these restrictions.

**Any additional measures not included above should be listed on separate pages, which the recreational sports coordinator should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Recreational Sports Leadership Contact Name:**

**Phone number:**

**Date Last Revised:**

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## Attachment A: Example of an Informed Consent Form

NOTE: The example of an informed consent form below is solely intended to provide one example of what could be included in a consent form for youth and adult athletes participating in moderate-contact and high-contact sports. This includes (1) an acknowledgement of the risks associated with participating in sports activities during a pandemic and (2) an acknowledgement of the Team's COVID-19 safety protocols, including the need to screen for symptoms prior to participating in any team activities and to report all confirmed COVID-19 cases and their close contacts to Public Health. Persons operating and administrating youth and adult sports teams and leagues should consult their legal counsel prior to implementing any informed consent process.

Dear Athlete and if Athlete is a minor, Parent/Guardian,

The State of California recently announced that effective February 26, 2021, moderate-contact and high-contact youth and adult recreational sports may resume, including competitions, if permitted by local health authorities and if in compliance with both Los Angeles County and State requirements for these sports.

[Team] is taking reasonable measures to prevent the spread of COVID-19 infection, including tracking/tracing, and following applicable state and County public health orders and protocols. However, the possibility of transmission cannot be eliminated. Athletes and their families must be aware of and acknowledge the risks before participating in athletics.

By initialing and signing this Informed Consent Agreement, you acknowledge, accept, and agree to all the following (Athlete and, if the Athlete is a minor, Parent/Guardian Must Initial and Sign):

- Participation in athletics is purely voluntary.  
Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_
- Youth Athlete has permission to participate in athletic meetings, practices, and competitions as directed by the coaching staff.  
Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_
- Neither the Athlete nor Parent/Guardian will attend meetings, practice and/or competitions if any of the following apply:
  - A. The Athlete or any member of their household is exhibiting one symptom(s) of COVID-19 that first appeared within the last 10 days: fever (at or over 100.4°F or 38°C) or chills, cough, shortness of breath or difficulty breathing, feeling tired, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. The Athlete or Parent/Guardian, if the Athlete is a minor, will check Athlete's temperature at home prior to attending meetings, practices, and/or competitions; and Athlete will not attend if their temperature is at or over 100.4°F or 38°C.
  - B. The Athlete or any member of their household has been diagnosed with COVID-19 or has a suspected diagnosis of COVID-19 or pending COVID-19 test.
  - C. The Athlete or any member of their household has spent time with another individual who has been diagnosed with COVID-19 or has a suspected diagnosis of COVID-19.
  - D. The Athlete or any member of their household is currently under isolation or quarantine orders.  
Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_



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- If the Athlete tests positive for COVID-19 or has been identified as being exposed to an individual that has tested positive for COVID-19, the Athlete or Parent/Guardian, if the Athlete is a minor, agrees to immediately inform [Team Officials] and acknowledges that the [Team Officials] must contact the Los Angeles County Department of Public Health (LACDPH) to provide information regarding the confirmed positive test, including Athlete's name and contact information. I consent to the [Team] providing such information to LACDPH or any other the administrative body as required by law. I agree to willingly cooperate with any contact tracing that is deemed necessary by the [Team Officials] and / or LACDPH.

Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_

- We are aware that the Athlete may be exposed to COVID-19 while participating in or attending meetings, practices and/or competitions. We understand that this exposure carries a risk of infection, serious illness, or death for both the athlete and their household members.

Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_

- We acknowledge [Team], the Governor, State Department of Health, LACDPH, or other administrative body with authority over [Team] may determine to cancel a competition or the season at any time. We also acknowledge [Team] must comply with any mandates issued by any entity with the authority over athletics and agree to comply with any such directives even if issued after signature to this agreement.

Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_

- Athlete and Parent/Guardian, if the Athlete is a minor, is/are aware that practices, games, spectating, and/or transportation will look different than prior years, including the need for physical distancing and the correct and consistent use of face masks. We agree to comply with the direction provided by the coaching staff and acknowledge that the failure to do so may result in the Athlete being refused participation at practice, competitions, and/or the entire sport season.

Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_

- Athlete is voluntarily participating in athletics. Athlete or Parent/Guardian, if the Athlete is a minor, agrees to assume any and all risks of infection, injury, or death, whether those risks are known or unknown.

Parent Initial: \_\_\_\_\_ Athlete Initial: \_\_\_\_\_

I/WE HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM/WE ARE AWARE OF THE RISKS OF PARTICIPATING IN ATHLETICS DURING THE COVID-19 PANDEMIC. I AM/WE ARE AWARE THAT THIS FORM CONTAINS A RELEASE OF LIABILITY AND WAIVER OF ALL CLAIMS. I AM/WE ARE SIGNING THIS AGREEMENT VOLUNTARILY, FULLY AWARE OF THE RISKS AND MY RELEASE AND WAIVER OF ANY CLAIM AGAINST THE [TEAM], ITS EMPLOYEES, AGENTS, BOARD MEMBERS, OR OTHER RELATED ENTITIES.

**Athlete Printed Name:** \_\_\_\_\_

**Athlete Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Printed Name:** \_\_\_\_\_

**Parent Signature,  
if the Athlete is a minor:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## DEPARTMENT OF COMMUNITY SERVICES

29900 Ladyface Court, Agoura Hills, CA 91301

Phone: (818)597-7361 Website: [agourahillsrec.org](http://agourahillsrec.org)

Email: [agourahillsrec@agourahillscity.org](mailto:agourahillsrec@agourahillscity.org)

Hours: Monday-Thursday: 7:00am-5:00pm and Friday: 7:00am-4:00pm

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## PARK RESERVATION POLICIES, RULES, AND REGULATIONS

### APPLICATION REQUIREMENTS

The City of Agoura Hills ("City") intends for all City parks to be operated in a manner appropriate for the entire community, and suitable for persons of all ages at all times. All City parks shall be made available on a non-discriminatory basis to all individuals, entities, groups, and non-profit organizations regardless of the viewpoint expressed or advocated by the person or persons utilizing the Facility. Designated areas of city parks, as set forth in the Park Reservation Rates exhibit, may be reserved for private use by an individual/family or by non-profit groups when city/recreational activities are not scheduled, and there are no prior reservations. Commercial use is not permitted in the parks. Filming/Media shoots are permitted and require an additional Film Permit.

Applicant must be at least 18 years of age. Applications, vendor information, and proof of insurance may be submitted via e-mail to [agourahillsrec@agourahillscity.org](mailto:agourahillsrec@agourahillscity.org), or in person by appointment only. Completion of the application, submittal of proof of insurance, and payment of the fees (reservation fees plus deposit) may be done via email with credit card or in person by appointment only. **Reservation is not confirmed until the City notifies you via e-mail or in writing. Your receipt of a Park Reservation Application packet does not constitute approval of the reservation.** Applications will be approved on a first come first serve basis, up to six (6) months prior to event. All fees are due in full along at the time the application is submitted.

The City reserves the right to not approve a Park Reservation Application. The City may impose additional requirements or conditions as deemed necessary to protect the health, safety, and welfare of the community. Applicant/Organization shall not use the Facility for: Conducting or promoting activities or uses that are prohibited by federal, state or local law; Activities that threaten the safety of any persons or organizations; or, Activities that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation, as well as any other category protected by federal, state, or local laws. The approval, denial, or cancellation of any application for rental use will be determined by the Director of Community Services consistent with established policy. The Department of Community Services reserves the right to cancel any application upon one week's notice.

### GENERAL RESERVATION INFORMATION

City staff are in charge at all times and have the authority to terminate activities if the user is not adhering to the approved application and use policies. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of the parks for one year. Use of additional amplification/loud speakers and all rental equipment (canopies, tables, chairs, etc.) must be submitted on the application and insurance submitted and approved 14 calendar days prior to an event. The Applicant/Organization is responsible for all attendees during the duration of the event. General clean-up of the park is required. Trash must be placed in trash receptacles, or removed at the conclusion of the event. Gambling of any nature is not permitted in any city park.

### PARK HOURS AVAILABLE FOR RESERVATION

Monday-Sunday 9:00 a.m. to astronomical sunset

### RESERVATION FEES/POLICIES

There is a two-hour minimum for park reservations. The rental fee **will** include time for set-up and clean-up, which is generally ½ hour before and ½ hour after the event. Example: Your event is from 6:00-8:00pm, which is two hours. Your reservation will be from 5:30-8:30pm, and you will be charged for three hours.

Updated 3/11/2021



**Applicants/Organizations will be charged by the hour for any time beyond what has been permitted and those hours will not be pro-rated.** Example: Your reservation is set to end at 2:00pm, and there is another reservation following at 2:30pm. You leave the park at 2:45pm, thus delaying the start of another person's reservation. **You will be charged an additional hour out of your damage deposit.** See Reservation Rate page for pricing breakdown.

## **INSURANCE REQUIREMENTS**

To satisfy the insurance requirements of the Park Reservation Application, proof of insurance is satisfied by providing a Certificate of Liability plus an additional Certificate of Endorsement listing the City of Agoura Hills as additionally insured and endorsed for the event. This is required by both the Applicant/Organization *and* any vendors that may be hired by the Applicant/Organization. You may also purchase insurance for yourself or a food vendor from the City of Agoura Hills through a third-party special event insurance company. The cost of that insurance can be provided by contacting city staff. Some events or vendors may be excluded for purchase.

Required documentation includes:

- 1) **Certificate of Liability Insurance**, listing General Liability insurance of \$1 million dollars per occurrence. The Certificate Holder box on the Certificate of Liability Insurance should read:

City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301

- 2) **Certificate of Endorsement**, which should read:

"The City of Agoura Hills, its officers, officials, employees, and volunteers."

The Certificate of Liability Insurance and Certificate of Endorsement **must be presented 14 calendar days prior to the event.** If the proper insurance cannot be obtained, **the City will not execute the Park Reservation Application and use of the City park will be denied.**

## **NON-PROFIT USE**

In order to qualify for non-profit status, the Applicant/Organization must be a registered 501 (c) (3) non-profit. Proof of non-profit status must be presented with the request for Park Reservation Application. Organization articles of incorporation, by-laws, or other corporate documents may also be required. Acceptable forms of documentation verifying non-profit status include:

- Articles of incorporation as a non-profit organization.
- Department of Treasury Form 990.
- IRS letter showing organization to be Tax Exempt.
- State Franchise Tax Board letter showing organization to be Tax Exempt.
- Certificate of Registration with the State Registry of Charitable Trusts.

## **FILMING/MEDIA SHOTS**

Filming rates are for use by commercial business, company, private school, and/or non-profit agencies. Prior to reserving the park, please obtain a film permit for the City of Agoura Hills. If requesting non-profit pricing, include proof of non-profit status with the packet (see information above). For more information, please contact:

David Nixon  
Solid Waste Solutions, Inc./City Permit Services  
Agoura Hills, Calabasas & Malibu Film Offices  
Phone: 805-495-7521  
Fax: 805-495-7621  
Website: [www.sws-inc.com](http://www.sws-inc.com)  
E-mail: [david@sws-inc.com](mailto:david@sws-inc.com)  
Filming E-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)



## **CLOSURES/HOLIDAYS**

Parks may not be reserved on holidays, holiday weekends or after astronomical sunset. Holidays/holiday weekends include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Please be aware that all ball fields and grass/turf areas are closed for a minimum of 24 hours after any rain, and possibly longer periods for a heavy rainfall, depending on the amount of precipitation that is received. The Old Agoura Equestrian Arenas are closed for a minimum of 72 hours after any rain, and possibly longer periods for a heavy rainfall, depending on the amount of precipitation that is received. Please call the Fields Condition hotline at (818) 597-7399 #4 for field information.

## **FOOD & BEVERAGES**

Food and beverages may be served if approved in the application. Any sales or solicitations on the site, including food and beverages, are not permitted. **Alcoholic beverages are not permitted.**

## **PUBLIC ACCESS**

The City of Agoura Hills does not allow exclusive use of any park; public access to the park will not be denied. Walkways must be kept clear of any equipment or obstructions.

## **PUBLICITY/ADVERTISING**

Publicity for any event (flyers, posters, ads, radio or other media) held at any City park must be noted on the application and may not be released until final approval of the Park Reservation Application. Applicants/Organizations are prohibited from using the City of Agoura Hills' name or logo to promote their activity. This includes using the City of Agoura Hills on banners, flyers, and any other forms of advertisement. No event flyers, banners or promotional merchandise may be displayed or distributed at City of Agoura Hills facilities unless the event is co-sponsored by the City of Agoura Hills. City staff will not take messages for the Applicant/Organization.

## **REFUNDS**

A cancellation request of any Park Reservation Application must be made in writing 14 calendar days prior to the event in order to receive a full refund (minus the \$10 processing fee). A cancellation request made less than 14 calendar days prior to the event will receive 75% of payment (minus the \$10 processing fee). All Security/Damage Deposit fees and Insurance Fees (if purchased from the City) will be returned in full. In the event of rain or inclement weather, if a new date is not agreed upon, a full refund will be issued.

Fees will be retained by City under the following circumstances:

- If the Applicant/Organization fails to appear, reservation fees will be kept but damage deposit will be returned.
- If the Applicant/Organization violates park/City rules or ordinances, all fees including damage deposit may be kept.
- If the activity is terminated due to falsification of application, all fees including damage deposit may be kept.
- If the attendance exceeds the maximum stated for the facility/park, all fees including damage deposit may be kept.

## **SECURITY DEPOSITS**

A Security/Damage Deposit is required for all reservations, and is payable by cash, check or credit card. The security deposit is separate from the rental fee and does not count towards the cost of the rental. Any portion of the deposit may be withheld for:

- Excessive clean-up or damages to park/facility.
- Missing equipment.
- Park/facility left unclean.
- Site is occupied beyond the reserved hours. *Please note: parks must be cleaned, and all aspects of the event must be removed from the park and adjacent areas by astronomical sunset or the time stated on the application, whichever comes first on the day of the reservation. This includes vendors or any person or objects associated with the event.*

- Bringing in alcoholic beverages to a park.
- Failure to comply with any City policies.

The security deposit is deposited by the City, and will be refunded no later than thirty (30) days after the event if facilities are left in good condition. If the cost of damages exceeds the amount available on the deposit, the Applicant/Organization shall remit the balance due to the City upon receipt of invoice. The Applicant/Organization shall immediately report to City staff any personal injuries or property damage arising or in any way connected with the Applicant/Organization's use or occupancy of the City Park and adjoining property.

#### **WAIVER OF LIABILITY AND AGREEMENT TO INDEMNIFY**

In consideration of approval to use the above referenced City property, the Applicant/Organization hereby assumes the risk of damage and loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damage to real and personal property caused by or resulting from the use of such property and further agrees to defend and hold harmless and indemnify the City of Agoura Hills and its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control, against and with respect to any and all demands including interest, penalties and reasonable attorney's fees arising out of, resulting from or relating to the use of such City property. The Applicant/Organization waives any right of recovery against the City of Agoura Hills and its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control against and with respect to any and all demands including interest, penalties and reasonable attorney's fees arising out of, resulting from or relating to the use of such City property.

***PLEASE NOTE: If you have an urgent question or concern regarding your reservation after hours or on a weekend, please email us at [agourahillsrec@agourahillscity.org](mailto:agourahillsrec@agourahillscity.org) and flag the email as URGENT REQUEST.***





## PARK RULES

**Park Hours:** 7:00 a.m. to astronomical sunset

**Park Hours Available for Reservation:** 9:00 a.m. to astronomical sunset

**Please assist us in making this park an enjoyable place to be by observing the following rules:**

1. Dogs and cats must be on leashes. Removal of animal feces is the responsibility of the animal's custodian or owner.
2. Firearms are not permitted in the park. **(AHMC 4911)**
3. Vehicles may not be driven off of the driveways/parking areas.
4. Please stay off bikes and skateboards in the parks.
5. Fires authorized by permit only in designated areas. *(Barbeques provided at Forest Cove, Morrison, Old Agoura, Reyes Adobe or Sumac parks, or you may bring your own barbeque to any of the parks, as long as you bring a fire extinguisher as well.)*
6. Alcoholic beverages are not permitted in the park. **(AHMC 4913)**
7. Horses are permitted only in designated areas. *(Horse/pony rides are permitted in the Old Agoura Equestrian Arena and on riding trails, but not on the grass areas of the parks.)* **(AHMC 4905)**
8. Motorcycles, motorized bicycles, and scooters may be operated only on driveways and in parking lots.
9. Overnight camping and overnight parking are prohibited. **(AHMC 4917)**
10. Rockets, model airplanes, drones, fireworks, golfing, and archery are not permitted in the park. **(AHMC 4910)**
11. All litter must be removed or deposited in trash receptacles. **(AHMC 4919)**
12. This park irrigates using reclaimed water. Do not drink or play in reclaimed water.
13. NO SMOKING ALLOWED IN PUBLIC PARKS.
14. No person shall disturb the peace of the parks by making any loud, obscene, or unusual noises. **(AHMC 4904)**
15. No person shall solicit, sell, hawk or peddle goods in the parks. **(AHMC 4912)**
16. The following are prohibited in all City of Agoura Hills Parks: Inflatable devices (i.e. jolly jumps, lazertag barriers, moon bounces, water slides), children's rides, sumo wrestling/suits, hamster balls (aka Zorbs), speed pitch, dunk tanks, trackless trains, petting zoos (also animal shows, puppy parties, etc.), and pony rides anywhere other than Old Agoura Equestrian Arenas. **(AHMC 4911)**
17. Other ordinances governing use of City of Agoura Hills public parks apply.

**Any violation of the above rules is an infraction of the Agoura Hills Municipal Code, Article IV, Chapter 9.**

**Report all misuses of the park and acts of vandalism to the City of Agoura Hills at 818-597-7300, or the Sheriff's Department at 818-878-1808.**

**Please respect the use of our city public park. It is here for everyone's enjoyment.**

## PARK ADDRESSES/DIRECTIONS TO PARKS

### **CHUMASH Park**

*5550 Medea Valley Drive*

Park contains a children's play area, picnic facilities (no shelter), restrooms, and softball field. Take Kanan Road north to Thousand Oaks Blvd. and turn right. Turn right again at Argos Street, and drive down two blocks. Park will be on the right.

### **FOREST COVE Park**

*5451 Forest Cove Lane*

Park contains a children's play area, outdoor basketball (half court), picnic shelter & BBQ, restrooms, and softball field. Forest Cove Lane is off of Thousand Oaks Blvd. between Kanan Rd. and Reyes Adobe. Turn south on Forest Cove Lane, and drive down two blocks. Park will be on the right.

### **MORRISON Park**

*29909 Forest Cove Lane (Corner of Thousand Oaks Blvd. and Forest Cove Lane)*

Park contains a children's play area, picnic shelter & BBQ, outdoor basketball (full court), and restrooms. Park is located on the north-east corner of Thousand Oaks Blvd. and Forest Cove Lane.

### **OLD AGOURA Park**

*5301 Chesebro Road*

Park contains a baseball field, children's play area, equestrian facilities, outdoor basketball (half-court), picnic facilities & BBQ (no shelter), and restrooms. Take Palo Camado Canyon exit north off of the 101 freeway. Park is on the corner of Driver Avenue and Chesebro Road.

### **REYES ADOBE Park**

*31400 Rainbow Crest Drive*

Park contains a children's play area, picnic shelter, BBQ, restrooms, and the Reyes Adobe Historical Site. Take the Reyes Adobe exit north off of the 101 freeway. Turn left on Rainbow Crest Drive. Park is on the corner of Rainbow Crest Drive and Reyes Adobe Road.

### **SUMAC Park**

*6000 Calmfield Avenue*

Park contains a children's play area, picnic shelter, BBQ, and restrooms. Take Kanan Road north to Laro Drive and turn left. Laro Drive dead ends at Sumac Park.







## PARK RESERVATION RATES

RATES	NON-PROFIT	PRIVATE	COMMERCIAL
<b>Ball Fields</b>			
Chumash/Forest Cove (softball)	\$15/hour	\$18/hour	Not permitted
Old Agoura (baseball)	\$15/hour	\$18/hour	Not permitted
<b>Multi-Purpose Fields</b>			
Chumash 1 & 2	\$10/hour	\$12/hour	Not permitted
Morrison	\$10/hour	\$12/hour	Not permitted
Sumac	\$10/hour	\$12/hour	Not permitted
<b>Basketball Courts</b>			
Forest Cove (half court)	\$8/hour	\$10/hour	Not permitted
Old Agoura (half court)	\$8/hour	\$10/hour	Not permitted
Morrison (full court)	\$8/hour	\$10/hour	Not permitted
<b>Picnic Shelters</b>			
Forest Cove, Morrison, Reyes Adobe & Sumac	\$10/hour	\$12/hour	Not permitted
	\$10/hour	\$12/hour	Not permitted
<b>Old Agoura Equestrian Arenas</b>			
Main Arena	\$8/hour	\$10/hour	Not permitted
Turnout Ring	\$6/hour	\$8/hour	Not permitted
<b>Tennis Courts</b>			
Single Court	\$6/hour	\$8/hour	Not permitted
<b>Film Permits/Media Shoots</b>			
Filming in any park	\$500/day	\$750/day	\$750/day
Use of park parking lot	\$75/hour	\$75/hour	\$75/hour

### ADDITIONAL FEE INFORMATION

#### Processing Fee:

\$10 per each Park Reservation

#### Refundable Damage Deposit:

**\$200 for Low Impact Use** (picnic shelter)

**\$500 for High Impact Use** (ballfields, multi-purpose fields, equestrian arenas, and tennis courts)

Damage Deposit level is determined by City Staff at time of application. Staff will inspect rented site within 24 business hours, and if deemed acceptable, either a deposit or partial deposit will be returned within 30 days. The Department does not charge the \$500 refundable Damage Deposit for filming/media shoots.

*There is a two hour minimum for all park reservations. All applications must be turned in to the Agoura Hills Recreation and Event Center at least five (5) business days prior to the anticipated event/activity.*