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DEPARTMENT OF COMMUNITY SERVICES
 29900 Ladyface Court, Agoura Hills, CA 91301 Phone: (818)597-7361
 Website: agourahillsrec.org. Email: agourahillsrec@agourahillscity.org

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	_____
Total FEES:	_____

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, with the policy number on both documents. This documentation must be presented no later than 14 calendar days prior to your event. *You may also purchase additional insurance to cover a vendor from the City of Agoura Hills.* Please contact City staff for a price quote. **Insurance pricing is subject to change without notice.** Vendors must have **all** insurance requirements completely submitted, approved, and on file, with the City in order to participate in the event. 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



DEPARTMENT OF COMMUNITY SERVICES

29900 Ladyface Court, Agoura Hills, CA 91301

Phone: (818)597-7361 Website: agourahillsrec.org

Email: agourahillsrec@agourahillscity.org

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

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, 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 with copy of payment receipt and signed permit attached. 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. Permissible sound levels are outlined in the packet, but the City reserves the right to allow City Staff to adjust sound to a reasonable level, if problem should arise. 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. **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, with the policy number on both documents. 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 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. **Insurance pricing is subject to change without notice.** 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). **No filming activities may occur on Sundays.**

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
E-mail: david@sws-inc.com
Filming E-mail: 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 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
Ball Fields			
Chumash/Forest Cove (softball)	\$15/hour	\$18/hour	Not permitted
Old Agoura (baseball)	\$15/hour	\$18/hour	Not permitted
Multi-Purpose Fields			
Chumash 1 & 2	\$10/hour	\$12/hour	Not permitted
Morrison	\$10/hour	\$12/hour	Not permitted
Sumac	\$10/hour	\$12/hour	Not permitted
Basketball Courts			
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
Picnic Shelters			
Forest Cove, Morrison, Reyes Adobe & Sumac	\$10/hour	\$12/hour	Not permitted
	\$10/hour	\$12/hour	Not permitted
Old Agoura Equestrian Arenas			
Main Arena	\$8/hour	\$10/hour	Not permitted
Turnout Ring	\$6/hour	\$8/hour	Not permitted
Tennis Courts			
Single Court	\$6/hour	\$8/hour	Not permitted
Film Permits/Media Shoots			
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.

