

REPORT TO CITY COUNCIL

DATE: MAY 14, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: DISCUSSION REGARDING CURRENT PARK RESERVATION POLICIES

The City of Agoura Hills has six parks that offer a variety of recreational amenities that include play equipment, ballfields, open grass areas, picnic shelters, and an equestrian arena. Currently, all of our facilities are on a first-come, first-serve basis, except for the ballfields, which we rent to local sports leagues and organizations during their respective seasons, and the equestrian arena. In addition, staff may rent or reserve certain portions of the open grass areas in order to manage various competing recreational leagues (i.e., flag football and la crosse). On a limited basis, staff may reserve sections of a park or an entire park to accommodate media production activity (i.e., film productions).

Over the past several months, the Department of Community Services has received many requests to reserve sections of the park that are not addressed in the current policy. Staff would like to discuss and receive direction from the City Council on the following issues:

1. Does the City want to allow private organizations to host special events in the park? Recent requests that the Department has received include: school carnivals, walk-a-thons, church services, weddings, and large family reunions.
2. Does the City want to allow individuals and private organizations to reserve the picnic shelters?
3. Does the City want to allow individuals and private organizations to be able to reserve open grass areas to be used as sports practice fields?
4. Does the City want to allow individuals and private organizations to bring inflatable devices and children's rides into the park? The current policy prohibits the use of these devices in the parks.

If some or all of these practices were allowed in the parks, the issues that we would need to address include: enforcement of facility use permits, damage assessment after events, and the lack of open space to residents. All of these issues could potentially require additional staff resources which may be partially offset by permit fees.

RECOMMENDATION

Staff respectfully recommends the City Council discuss and provide direction on park reservation policies.

Attachment: Current Park Reservation Policy



**CITY OF AGOURA HILLS
PARKS RESERVATION POLICY
INFORMATION SHEET**

PARK RULES

1. Park hours are 7:00 a.m. to astronomical sunset.
2. Dogs & cats must be on leashes at all times. Removal of animal feces is the responsibility of the animal's custodian or owner.
3. Firearms are not permitted in the park.
4. Vehicles may not be driven off of the driveways or parking areas.
5. Please stay off bikes, scooters & skateboards in the parks.
6. Fires authorized by permit only in designated areas. You can either use the 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.
7. Alcoholic beverages are not permitted in the park.
8. Horses are permitted only in the designated areas. Horse/pony rides are permitted in the equestrian arena area of Old Agoura Park and on riding trails, but not on the grass areas of the parks.
9. Motorcycles, scooters & motorized bicycles may be operated only on driveways and in parking lots.
10. Overnight camping and overnight parking are prohibited.
11. Model airplanes are not permitted in the parks.
12. Golfing & archery are not permitted in the parks.
13. All litter must be removed or deposited in trash receptacles.
14. Do not drink irrigation water. To support conservation, we irrigate with reclaimed water.
15. No person shall disturb the peace of the parks by making any loud, obscene, or unusual noises.
16. No person shall solicit, sell, hawk or peddle goods in the parks.
17. Fireworks are illegal in the parks.
18. Inflatable devices (i.e. moon bounces, jolly jumps) and children's rides are prohibited in all of the parks.
19. Other ordinances governing use of City of Agoura Hills public parks apply.
20. You must present an event layout of your use of the park if you are reserving the park for a special event.

The only parts of the parks that are normally reserved are ballfields and the equestrian arenas. All other parts of the park are first come, first served. Please be aware that there is **no electricity** in any of our parks, and that any sound produced by portable generators must be kept within acceptable limits.

Anyone interested in reserving a ballfield or the equestrian arena may do so by completing the reservation packet, providing proof of insurance coverage, and paying the reservation fee. Rentals are not guaranteed until application, insurance and fees are filed with the Agoura Hills Recreation Center. Reservations must be made with five working days notice. Ballfields and the equestrian arenas may be reserved by the public for daytime play when City activities are not scheduled. In order to allow general public use, **no part of the parks are reservable on holidays and holiday weekends.**

Please be aware that all ballfields and grass/turf areas are closed for a minimum of 24 hours after any rain, and possibly longer periods for a heavy rainfall, pending 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, pending the amount of precipitation that is received. If you are not certain that the fields/turf areas you have reserved are closed, please call the Fields Condition hotline at (818) 597-7399 #4 after 1:00 p.m. each day. If the field line has not been recently updated, you may call the main line at (818) 597-7361. Any group that has reserved a ballfield, turf area, or equestrian arena will be refunded their rental, or credited for any rainouts at the end of the billing season.

Volleyball equipment is available for reservation through the Agoura Hills Recreation Center. Interested individuals may contact the Agoura Hills Recreation Center for a reservation application and Waiver of Liability. Reservations must be made with five working days notice. There is a \$10 charge for use of the volleyball equipment and a \$100 refundable deposit fee per reservation. There is a \$25 charge **per day** for late returns on volleyball equipment.

Softball bases are available for reservation through the Agoura Hills Recreation Center when City-run leagues are not operating. Interested individuals may contact the Agoura Hills Recreation Center for a reservation application and Waiver of Liability. Reservations must be made with five working days notice. There is a \$10 charge for use of the bases and a \$200 refundable deposit fee per reservation. There is a \$25 charge **per day** for late returns on bases.

Violations of the above rules are an infraction of the Agoura Hills Municipal Code, Article IV, Section 1, Chapter 2.



ADDRESSES/DIRECTIONS TO THE PARKS

Chumash Park is located at 5550 Medea Valley Drive. Take Kanan Rd. north to Thousand Oaks Blvd. and turn right. Turn right again at Argos, and drive down two blocks. Park will be on the right. Chumash Park has a children's play area, picnic area, restroom, and a softball field.

Forest Cove Park is located at 5451 Forest Cove Lane. 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. Forest Cove Park has a children's play area, outdoor basketball court, picnic area with BBQ's, restroom, and softball field.

Morrison Park is at Thousand Oaks Blvd. & Forest Cove Lane, on the north side of Thousand Oaks Blvd. between Kanan and Reyes Adobe. Morrison Park has a children's play area, outdoor basketball court, picnic area with BBQ's, and restroom.

Old Agoura Park is located at 5301 Chesebro Rd. Take Palo Camado Cyn. exit north off of the 101 freeway. Park is on the corner of Driver Rd. & Chesebro Rd. Old Agoura Park has a baseball field, children's play area, equestrian trail, equestrian warm-up arena and western style equestrian arena, outdoor basketball courts, picnic area with BBQ's, and restroom.

Reyes Adobe Park is located at 31400 Rainbow Crest Drive. 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 & Reyes Adobe Rd. Reyes Adobe Park has a children's play area, picnic area with BBQ's, and restroom.

Sumac Park is located at 6000 Calmfield Ave. Take Kanan Rd. north to Laro Drive and turn left. Laro Drive dead ends at Sumac Park. Sumac Park has a children's play area, picnic area with BBQ's, and restroom.

Report all misuses of the park and acts of vandalism to the Agoura Hills Recreation Center at (818) 597-7361, or the Sheriff's Department at (818) 878-1808.



**WAIVER OF LIABILITY
AND
AGREEMENT TO INDEMNIFY**
This form must be turned in at the time of payment

Name of Applicant : _____

Company Name: _____

Address: _____

The undersigned hereby requests permission to use the following described property owned and operated by the City of Agoura Hills:

Facility: _____

Address: _____

Dates of use: _____

In consideration of approval to use the above referenced City property, the undersigned 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, agents, and employees against and with respect to any and all demands including interest, penalties and reasonable attorneys fees arising out of , resulting from or relating to the use of such City property.

Signature: _____

Printed name: _____

Date: _____