

City of Signal Hill Policy

Facility Use Permits – Outdoor
4.9B

DATE: October 20, 2021

REVISION NO: 006

APPROVED: _____

DEPARTMENT:
Community Services

Reservation and Usage of Outdoor Facilities

I. PURPOSE

This policy has been established to ensure that Signal Hill's outdoor facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interest of the community, through clear procedures, regulations, and rental fees regarding such uses. Exclusive use requires an advance reservation and is subject to fees and damage deposits.

II. OUTDOOR FACILITY RULES

Amplified Music & Noise Levels

Amplified music or sound, including DJs and musical groups, are not permitted within the parks. Amplified music, sound, and/or live music must be approved by the Parks and Recreation Commission. Musical concerts and events will not be permitted between the months of June, July, or August at Signal Hill Park.

All noise must be kept at a reasonable sound level as stated in the Signal Hill Municipal Code Chapter 9.16. City staff on duty will determine if noise is deemed disturbing the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff, the deposit will be forfeited, and the event will be cancelled immediately.

Animals

All dogs are required to be on a leash.

Application

Patrons wishing to use an outdoor facility must complete an *Application for Use of City Outdoor Facilities*. Applications must be received a minimum of ten (10) business days prior to the requested date and will be accepted up to six (6) months in advance. A non-refundable deposit is required at the time application is submitted. Full payment is due a minimum of ten (10) business days prior to the event date or the permit will be cancelled. All correspondence and communication will be sent to the applicant.

The patron signing the application (applicant) is considered to be responsible for the event and must be on site for the duration of the event. Failure to be on site at all times may result in loss of all fees and deposits. Applicant will be required to show identification the day of the event to City staff. A copy of the Facility Rental

Contract/Permit must be carried by applicant to their event. All reservations must be approved by the Community Services Director or his or her designee. Applications for renting open spaces must be approved by the Parks and Recreation Commission and received a minimum of twenty (20) days in advance of the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission.

Attendance

Estimated attendance is required to determine the impact upon the facility and the number of staff that may be required to monitor the rental. Additional staff may be deemed necessary by the Community Services Director for groups of 50+ people at an hourly fee, per employee as listed in the City's Schedule of Service Fees and Charges.

Attendance also determines the ability to use a particular facility. The attendance number stated by the applicant should be the **maximum** amount of people anticipated during the rental at peak attendance. Violations of the attendance and occupancy levels will result in the loss of all fees and deposits; may cause termination of the rental due to overcrowding and safety violations; and could affect future ability to utilize City facilities.

BBQ Rules and Regulations

It is unlawful to bring portable barbecues, hibachis, gas grills, etc. in City parks or facilities as per Signal Hill M.C. 9.08.010 "It is unlawful to make or kindle a fire at any place other than a barbecue pit or other designated place without a written permit from the park superintendent." Groups or organizations with advanced written permission from the Director of Community Services may be permitted to bring in a professional portable grill or portable propane barbecue in good condition, to be used in a specific designated area; request must be indicated on application if such use is requested.

Canopies

Canopies are not permitted in any Signal Hill parks, Signal Hill M.C. 9.08.010P.

Changes

Only the applicant may make changes to the permit. Changes must be made in writing. One date change per permit may be granted depending on availability.

Commercial Use

Businesses requesting use of City property for private use where money is exchanged for services or products is commercial use. Such commercial use requires approval by the Parks and Recreation Commission. Open space fees and application requirements for approval by the Parks and Recreation Commission apply to this use.

Decorations

Nails, staples, tacks, pins, etc. are not permitted on picnic shelters, fences or City equipment. Only "low stick" tape may be used. All decorative materials must be flame retardant. No rice, confetti, glitter, or birdseed, may be used. Setting and removal of decorations must be done during the time frame of the permit.

Fees

The fees and charges are set forth by the approval of the Signal Hill City Council in the City's *Schedule of Service Fees and Charges*. City staff does not have the authority to waive or reduce fees. All deposits are due at the time the reservation is submitted to hold the date and facility. Remaining fees are due a minimum of ten (10) business days prior to the scheduled date or the use is cancelled.

Time spent for site visits or meetings with Community Services Department staff members will be charged per hour based on the fees in the *City's Schedule of Service Fees and Charges* and pending availability.

General Care

Applicant is responsible to remove all items brought into the park at the conclusion of their event. All trash must be deposited into trash receptacles at the conclusion of their event. If additional trash is anticipated, the applicant is responsible to provide their own additional waste bags to contain the trash. All trash must be in containers or removed from the premises. The applicant is responsible for the condition in which they leave the area and removal of all decorations including tape, ribbons, and balloons in the picnic areas.

The applicant is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., specific to all indoor and outdoor rental spaces utilized by the group, including restrooms.

Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in immediate cancellation of the permit, a loss of fees and deposits and denial of future facility use.

Graffiti or Vandalism

If there is any graffiti or vandalism to any of the equipment or facilities within the permitted time, the matter will be handled by the Signal Hill Police Department. All fees and deposits will automatically be forfeited and permittee will be subject to additional penalties and charges.

Groups

Groups of 25 or more people are required by Municipal Code to obtain a facility permit. (SHMC 9.08.010N)

Hours of Operation

Parks are open from 7:00 a.m. – 10:00 p.m. Restrooms are open from 7:00 a.m. – 10:00 p.m. Permits for outdoor area are limited to park hours..

Inclement Weather

In the event of inclement weather or if the area, in the judgment of the City should not be used, the event shall be cancelled by the City, and a full refund will be issued. Organizations should contact the City on the event day if there is a question as to the

use of the facility. There is no refund for reservation time not utilized by the applicant, except for reasons of inclement weather.

Jumper/Bounce House Permits- Discovery Well Park (residents only), Reservoir Park, Signal Hill Park

A permit issuing written approval from the Community Services Department must be secured prior to setting up a jumper/bounce house at a City park. (SHMC 9.08.010P).

Jumper and Bounce House vendors may be selected from a company that is on the Community Services Department Approved Vendor List. The public is not permitted to bring their personally owned equipment.

Bounce houses may only be set up by qualified representatives of the rental company. Any damage to City property resulting from the use of bounce house is the responsibility of the applicant. Any deviation from rules stated in this policy will be grounds for revocation of any current or future use permit issued to the applicant by the City of Signal Hill Community Services Department.

Bounce house users will provide sufficient supervision so that the use is in compliance with the manufacturer's recommendations and reflects a reasonable level of safe operation. Even when not in use, the applicant is responsible for any use, transport or unintended use of the inflatable while it is on City property. The applicant is responsible for all damages caused by their use of the bounce house. Damage to City property or turf may result in loss of deposit. City is not responsible for any damages caused to the bounce house. Bounce houses must not be left unattended and must be picked up prior to sunset, they are not allowed in City parks overnight.

Bounce houses must be supervised at all times.

Bounce houses must be gas generated; no electricity will be provided. Gas generators may not be refueled while on City property, including streets, sidewalks, and grass.

The specific location of the bounce house must be identified with the request for approval. The house must be placed on turf and situated so that its entrance is at least ten feet away from any object that might hurt an occupant. The maximum space allowed for the house is 20' x 20'. For safety reasons, houses must be enclosed. Only one bounce house is permitted in a park per day. A picnic shelter permit is required with a bounce house permit. Jumpers and Bounce Houses must be free standing and weighted. Stakes are prohibited in City parks. Houses may not be tied or tethered to trees, tables, or other park amenities.

Unauthorized vehicles may not be driven in or onto any City Park property. The use of a cart, hand-held truck or similar method of transportation is acceptable. Representatives of the vendors company shall set up equipment.

Occupancy Levels

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The City has set the following rental occupancy levels for the picnic shelters and adjacent open spaces; this number includes children and adults:

Single Picnic Table Shelter 25 people

Double Picnic Table Shelter 50 people

Open space rental *in addition* to a shelter rental to accommodate 25 people

Maximum Occupancy levels for Park spaces:

Signal Hill Park Open Space 75 people

Reservoir and Discovery Well Park 50 people

All other shelters 25 people

Hilltop Park Wedding Space 75 people

Signal Hill Park Amphitheater 75 people

These levels were set by the Parks and Recreation Commission to accommodate parking, reduce impact on the parks, and to ensure enjoyment of the park by others. Violations of the occupancy levels or the monopolizing of adjacent park facilities to exceed occupancy levels (whether rented or not) constitute exclusive use of the area and are in violation of the intent of this policy. Violations of the occupancy levels will result in the loss of all fees and deposits; and could affect future ability to utilize city facilities.

Open grass areas in City parks are available for rental with approval from the Parks and Recreation Commission. A written request must be received a minimum of twenty (20) days prior to the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission.

Permit

All reservations must be approved by the Director of Community Services or his or her designee. Applicant will be required to show identification the day of the event to City staff. A copy of the Facility Rental Permit must be carried by each applicant to their event. The City reserves the right to cancel picnic shelter reservations and refund fees in full.

Picnic Shelters

Picnic shelters are permitted for 25 people per table. 50 people will be permitted at the shelters with two tables. If the permit is for more than 50, they will be required to reserve and pay for an open grass area. (see Special Requests) Picnic shelters permits are for the entire day. If no reservation is confirmed for a specific date, the shelter will be made available on a first come, first served basis.

Small shelters by the playground at Signal Hill Park are not for rent and are available on a first-come, first-served basis.

Playground Equipment

At no time will playground equipment be rented for private use or included on a rental agreement. Playgrounds are for public usage.

Special Requests

Requests for picnic events exceeding 75 guests must submit a letter of intent describing event and crowd control measures for review and approval by the Parks and Recreation Commission. A written request must be received a minimum of twenty (20) days prior to the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission. No payment will be accepted for such a reservation until the event and crowd control measures have been approved.

Tables & Chairs

A small table no more than four feet long (4') and lawn chairs or bench may be used by the general public in all parks. Foldable tables or chairs can only be brought onto City property if a group has a Facility Rental Permit with the Community Services Department.

Water Usage

Recreational water usage is not available at any Signal Hill parks.

III. FACILITIES AVAILABLE

Amphitheatre - Discovery Well Park

An amphitheater is available for small performances or discussions for a three-hour minimum usage. The Community Services Department will determine the number of additional staff that may be required based on the event and size of the group.

Amphitheatre - Signal Hill Park

Use of the amphitheater for musical entertainment will be subject to the approval of the Parks and Recreation Commission. Musical entertainment events must be held during daylight hours and will not be permitted during the months of June, July and August. Application must be submitted a minimum of twenty (20) days prior to the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission.

A request for use of electricity must be included in the initial application. All noise and amplification must be kept to a reasonable sound level as stated in the Signal Hill Municipal Code (SHMC) 9.16. Reasonable sound level is defined as "not to disturb the peace, quiet, and comfort of the neighboring properties or other person." If volume exceeds a reasonable level as dictated by staff based upon SHMC, the deposit will be forfeited, and the event may be cancelled immediately. In the event of inclement weather, or if the City judges that the amphitheater should not be used, the event shall be cancelled by the City. As a result, a full refund of City fees will be given. Applicant is responsible for any other incurred costs.

Basketball Court - Signal Hill Park

Reservation of the basketball court is available to Signal Hill residents only. Residents may reserve a maximum of four (4) tournaments, limited to two (2) days per

tournament, per year. The hours of operation are Monday through Saturday, 8 a.m. – 9 p.m.; and Sunday, 9 a.m. – 7 p.m. A minimum of four-hours will be charged per day for tournaments. Tournaments must be pre-approved by the Community Services Director and will require presentation of team roster reflecting at least 50% residents. Reservations of the courts shall not imply or constitute a monopoly.

Open Space -Discovery Well Park (resident only), Reservoir Park, and Signal Hill Park

The open grass area is available and may be reserved with a four-hour maximum and 50-person limit. The fee includes one staff. Amplified sound is prohibited. Use is permitted from dawn to dusk only, which includes set-up and clean-up. No organized sports play or practice is allowed without a permit. Four hours maximum; includes one staff.

Open Space – Hilltop Park

The open grass area in Hilltop Park can be reserved for small wedding ceremonies only. It may be reserved for a maximum of three hours with a 75-person limit. The fee includes one staff. Amplified sound is prohibited. Use is permitted during park hours, which includes set-up and clean-up. No children's parties are permitted at Hilltop Park.

Applications for Use of the Hilltop Park Wedding Space must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance.

Patio Area – Discovery Well Park

The patio area may be reserved when reserving the Community Center. There is an additional hourly fee for this area. Maximum occupancy is 50 and is inclusive of Community Center attendance.

Picnic Shelters -Discovery Well Park (residents only), Hilltop Park, Reservoir Park, Signal Hill Park

At least one covered picnic shelter is available with a charcoal barbecue at each of these parks. There are other shelters within the park available on a first-come, first-served basis. Permits will be issued for up to 25 persons per table, per shelter site. Permits are issued for the entire day. Children's parties are not permitted at Hilltop Park. Additional tables and chairs may be brought into the park with a picnic shelter permit. Canopies are not permitted at any Signal Hill parks.

Spud Field – Signal Hill Park

Spud Field is a non-regulation sized field, with lights and bleachers. No organized sports play or practice is allowed without a permit. Due to the proximity of the field to the residential area and playground, use is permitted for youth sports teams only (12 years and younger). Availability is based around City sponsored youth programs. Use of Spud Field is for sports activities only. Picnics or other events are not allowed.

For individual use, reservations are available to residents only, unless waived by the Parks and Recreation Commission. Applicants must provide proof of residency. Group

applicants must file under a separate policy (refer to *Field and Court Allocation Policy 4.17*). All requests for tournaments and leagues will require approval by the Parks and Recreation Commission. Reservations for the field shall not imply or constitute a monopoly. Use fees are found under the *Schedule of Service Fees and Charges* published annually by the City of Signal Hill.

There is an additional fee for the use of the lights, rate dependent on the season. Lights will be provided 15 minutes before and 15 minutes after reserved time to allow for safe entry and exit of the ball field. Request for lights must be made at time of application.

No vehicles are allowed on Spud Field. Removal or addition of infield dirt or brick dust is not permitted. There is a minimum two-hour charge for general use. There is a four-hour minimum for tournament play.

Wet Field Policy

Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for three days, or the wet conditions, as described above exist, groups are not to play.

VI. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks and Recreation Commission.