



**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**TUESDAY, NOVEMBER 13, 2012, 7:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**245 E. BONITA AVENUE**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem Emmett Badar  
Councilmember Denis Bertone  
Councilmember John Ebner  
Councilmember Jeff Templeman

**1. CALL TO ORDER AND FLAG SALUTE**

- 2. ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time or asked to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

a. Members of the Audience

**3. CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council requests separate discussion.)

a. Resolutions read by title, further reading waived, passage and adoption recommended as follows:

**RESOLUTION NO. 2012-64**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, APPROVING CERTAIN DEMANDS FOR THE MONTHS OF OCTOBER AND NOVEMBER, 2012.

b. Approval of minutes for regular City Council meeting of October 23, 2012.

c. Approve updated Community Facility Rental Policies and Fee Schedules

END OF CONSENT CALENDAR

**4. OTHER BUSINESS**

- a. Authorize the adoption of Amendment No. 3 of the Gold Line Joint Powers Agency to add the Cities of Pasadena and Montclair.
- b. Report regarding the San Gabriel Valley Energy Wise Partnership Recognition
- c. Approve Walker House Interim Use Plan, Policies and Fee Schedule

## 5. ORAL COMMUNICATIONS

- a. Members of the Audience (*Speakers are limited to five (5) minutes or as may be determined by the Chair.*)
- b. City Manager
- c. City Attorney
- d. Members of the City Council
  - 1) Councilmembers' report on meetings attended at the expense of the local agency.
  - 2) Individual Members' comments and updates.

## 6. ADJOURNMENT

The next meeting will be Tuesday, November 27, 2012 at 7:00 p.m.

**AGENDA STAFF REPORTS:** COPIES OF STAFF REPORTS AND/OR OTHER WRITTEN DOCUMENTATION PERTAINING TO THE ITEMS ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK AND ARE AVAILABLE FOR PUBLIC INSPECTION DURING THE HOURS OF 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. INFORMATION MAY BE OBTAINED BY CALLING (909) 394-6216. CITY COUNCIL MINUTES AND AGENDAS ARE ALSO AVAILABLE ON THE CITY'S HOME PAGE ON THE INTERNET:  
<http://www.cityofsandimas.com/minutes.cfm>.

**SUPPLEMENTAL REPORTS:** AGENDA RELATED WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE SUBJECT BODY AFTER DISTRIBUTION OF THE AGENDA PACKET SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE CITY CLERK'S OFFICE DURING NORMAL BUSINESS HOURS. [PRIVILEGED AND CONFIDENTIAL DOCUMENTS EXEMPTED]

**POSTING STATEMENT:** ON NOVEMBER 9, 2012, A TRUE AND CORRECT COPY OF THIS AGENDA WAS POSTED ON THE BULLETIN BOARDS AT 245 EAST BONITA AVENUE (SAN DIMAS CITY HALL); 145 NORTH WALNUT AVENUE (LOS ANGELES COUNTY PUBLIC LIBRARY, SAN DIMAS BRANCH); AND 300 EAST BONITA AVENUE (UNITED STATES POST OFFICE); AT THE VONS SHOPPING CENTER (PUENTE/VIA VERDE) AND THE CITY'S WEBSITE AT [WWW.CITYOFSANDIMAS.COM/MINUTES.CFM](http://WWW.CITYOFSANDIMAS.COM/MINUTES.CFM).

**RESOLUTION NO. 2012-64**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SAN DIMAS, CALIFORNIA, APPROVING  
CERTAIN DEMANDS FOR THE MONTHS OF  
OCTOBER AND NOVEMBER 2012**

WHEREAS, the following listed demands have been audited by the Director of Finance;  
and

WHEREAS, the Director of Finance has certified as to the availability of funds for  
payment thereto; and

WHEREAS, the register of audited demands have been submitted to the City Council for  
approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Dimas  
does hereby approve Prepaid Warrant Register: 10/31/2012; 23176 through 23224 in the amount  
of \$665,244.09; (includes voided checks 141084, 22641 and 23159); and Warrant Register:  
11/15/2012; 142138 through 142282 in the amount of \$492,593.63.

PASSED, APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF NOVEMBER 2012.

\_\_\_\_\_  
Curtis W. Morris, Mayor of the City of San Dimas

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

I HEREBY CERTIFY that the foregoing Resolution was adopted by vote of the City  
Council of the City of San Dimas at its regular meeting of November 13, 2012, by the following  
vote:

AYES: Councilmembers Badar, Bertone, Ebiner, Templeman, Morris  
NOES: None  
ABSTAIN: None  
ABSENT: None

\_\_\_\_\_  
Deputy City Clerk



***THE WARRANT DISBURSEMENT  
JOURNAL IS NOT AVAILABLE TO  
VIEW THROUGH LASERFICHE***

***A PAPER COPY IS AVAILABLE IN THE  
FINANCE DEPARTMENT***

***SORRY FOR ANY INCONVENIENCES.***

***DOCUMENT IMAGING DEPT.***



**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**TUESDAY, OCTOBER 23, 2012, 7:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**245 E. BONITA AVENUE**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem Emmett Badar  
Councilmember Denis Bertone  
Councilmember John Ebiner  
Councilmember Jeff Templeman

City Manager Blaine Michaelis  
City Attorney Ken Brown  
Assistant City Manager for Community Development Larry Stevens  
Assistant City Manager Ken Duran  
Director of Parks & Recreation Theresa Bruns  
Director of Public Works Krishna Patel  
Deputy City Clerk Debra Black

1. Mayor Morris called the meeting to order at 7:00 p.m. and led the flag salute.
2. **ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time or asked to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

- a. Members of the Audience

Amy Crow, Teen & Adult services Librarian gave an overview and update of the events taking place at the library. She also encouraged connecting with the library through [Facebook.com/sandimaslibrary](https://www.facebook.com/sandimaslibrary).

3. **CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council requests separate discussion.)

It was moved by Councilmember Templeman, seconded by Councilmember Ebiner and carried to accept, approve and act upon the consent calendar as follows:

- a. Resolutions read by title, further reading waived, passage and adoption recommended as follows:

- (1) **RESOLUTION NO. 2012- 62** , A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, APPROVING CERTAIN DEMANDS FOR THE MONTH OF OCTOBER, 2012.

- b. Approval of minutes for regular City Council meeting of October 9, 2012.

- c. **RESOLUTION NO. 2012-63**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) FOR THE RUBBERIZED PAVEMENT (PAVEMENT) GRANT.

END OF CONSENT CALENDAR

#### 4. ORAL COMMUNICATIONS

- a. Members of the Audience (*Speakers are limited to five (5) minutes or as may be determined by the Chair.*)

- b. City Manager

- 1) Reschedule City Council/Staff Retreat from October 29, 2012 to November 5, 2012, 5:00 p.m.

- c. City Attorney

Nothing to report.

- d. Members of the City Council

- 1) Councilmembers' report on meetings attended at the expense of the local agency.

Nothing to report.

- 2) Individual Members' comments and updates.

Councilmember Bertone reported that the SGVCOG took action to terminate the Management Services Agreement with Arroyo Associates and Executive director Nick Conway, effective October 31, 2012. Arroyo Associates is being dissolved. The severance payout is \$155,000, half of what he would receive if he stayed the six months that is allowed under the terms. He also stated that the search for a new Executive Director has started with a committee of five Mayors making the selection.

#### 5. ADJOURNMENT

The meeting adjourned at 7:12 p.m. The next meeting will be a City Council/Staff Retreat Monday, November 5, 2012 at 5:00 p.m. The next regular City Council Meeting will be November 13, 2012 at 7:00 p.m.

Respectfully submitted,

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Debra Black, Deputy City Clerk



# Agenda Item Staff Report

**To:** Honorable Mayor and Members of the City Council  
*For the meeting of November 13, 2012*

**From:** Blaine Michaelis, City Manager

**Initiated By:** Theresa Bruns, Director of Parks and Recreation

**Subject:** Community Facility Rental Fees and Policies

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## Summary

Staff has updated the policies and fee schedules for the reserved use of community facilities and sports fields.

## **BACKGROUND**

City Council approved a comprehensive update of the Community Facilities Rental Policy and Information Guide and facility rental fee schedule in January, 2011 in anticipation of programming for the remodeled and expanded Stanley Plummer Community Building. Prior to that review, the previous update of facilities policies and fees was completed in 1997, and the last update of sports fields policies and fees was completed in August, 2005.

## **ANALYSIS**

Since the adoption of the Community Facilities Rental Policy and Information Guide by City Council in January 2011 staff has conducted further review of the Guide and fee schedule, in conjunction with a year of operational experience with the remodeled Community Building. Staff has determined that the facility fees are comparatively low and the policies require additional detail. The recommended changes are indicated in the attached red-line version of the Policy Guide, Attachment A. The updated recommended Policy Guide is included as Attachment B, and the recommended facility rental fee schedule as Attachment C. Attachment D, the current facility fee schedule, is included for comparison purposes.

In addition to reviewing Community Facility rental policies and fees, staff has undertaken a detailed review of the Sports Field Usage Policies and Procedures, and fee schedule, and is recommending those be updated as indicted per Attachments E and F, with Attachment G included for comparison.

All fee recommendations are based on the results of a survey of nine local municipal agencies conducted in the fall of 2010, comparing facility and sports field rental fees. The fee adjustments recommended for San Dimas facilities and sports fields fall within the average range of those charged by other local agencies for comparable facilities.

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the following updated policies and fee schedules for the rental of community facilities and sports fields effective immediately for all subsequent rentals:

- Community Facilities Rental Policy Guide and Information
- Community Facilities Rental Fee Schedule
- Sports Field Usage Policies and Procedures
- Sports Field Rental Fee Schedule

### **Attachments:**

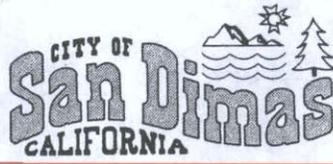
- A. Community Facilities Rental Policy and Information Guide – red-line version
- B. Community Facilities Rental Policy and Information Guide – recommended
- C. Community Facilities Rental Fee Schedule - recommended
- D. Community Facilities Rental Fee Schedule – current, adopted January, 2011
- E. Sports Field Usage Policies and Procedures – red-line updates
- F. Sports Field Fee Schedule – recommended
- G. Sports Field Fee Schedule – current, adopted August, 2005

City of San Dimas  
Parks & Recreation Department

# Community Facilities

## Rental Policy **Guide** and Information **Guide**

- I. Policy Statement
- II. Purpose of Use Policy
- III. Application for Use
- ~~III~~.IV. Rules and Regulations
- V. Use and Service of Alcohol
- ~~IV~~.VI. Kitchen Use
- VII. Use of Outdoor Space
- ~~V~~.VIII. Fees and Permits
- ~~VI~~.IX. Set Up Arrangements
- X. Liability and Insurance
- XI. Cancellation Policy
- XII. Ladera Serra Park Restroom Key
- XIII. Discrimination by User Groups
- ~~VII~~.XIV. Lottery Procedure



245 E. Bonita Avenue  
San Dimas, CA

(909) 394-6230

~~January 18, 2011~~ November 13, 2012



**COMMUNITY FACILITIES**  
**RENTAL POLICY ~~GUIDE~~ AND INFORMATION GUIDE**

**I. POLICY STATEMENT**

A. The Stanley Plummer Community Building; the Senior Citizen/Community Center Multi-Purpose Room, Meeting Room and Conference Room; the Walker House Conference Room; the Ladera Serra Park Recreation Building; ~~and~~ the Marchant Park Recreation Building; ~~and~~ the meeting rooms at City Hall (hereafter collectively referred to as “Community Facilities”) shall be available for activities which contribute to the best recreational, social, cultural, civic and educational interests of the citizens of San Dimas. The meeting rooms at City Hall shall be utilized only for meetings, and t~~The Senior Citizen/Community Center is primarily for senior citizen use; however, other compatible community uses are permitted.~~ Any dispute regarding the “best recreational, social, cultural, civic and educational interests of the citizens of San Dimas” shall be referred to the Director of Parks and Recreation or, if necessary, the City Manager for final determination.

**II. PURPOSE OF USE POLICY**

A. The purpose of this Use Policy is to assure that Community Facilities are operated in a manner that best serves the residents of the City of San Dimas. It is intended to ensure that facility use is granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facility are intended to recoup on-going maintenance and operation costs of the facility.

**H-III. APPLICATION FOR USEUSE POLICY**

- A. Reservations for the use of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation for the following activities without charge, or at a custodial charge, and with preference in the following order:
1. City sponsored or co-sponsored activities.
  2. Activities sponsored by other governmental agencies *if requested use is during regular business hours*. Fees shall be charged for after hours use.
  3. Activities sponsored by the Bonita Unified School District, which serves the citizens of San Dimas, shall be billed at custodial rate when reserved by District staff.
- B. Reservations for all other uses of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation at the established rates and on a first come, first served basis.
- C. Non-City sponsored activities may not be scheduled on a recurring basis Fridays through Sundays. A maximum of three dates, Mondays through Thursdays, may be reserved on one reservation.

- D. Rental of Ladera Serra Park Recreation Building and Marchant Park Recreation Building is available to San Dimas residents only.
- E. For the purpose of definition, the following shall prevail:

RESIDENT USE: Resident use is defined as use by a San Dimas resident; a business located in the City of San Dimas; a San Dimas based organization whose membership is composed of 51% San Dimas residents (roster may be required); a person who owns and pays taxes on a business or property in San Dimas; or a political campaign directly related to the City of San Dimas.

PROOF OF RESIDENCY: Proof of residence in the form of a valid California driver's license or California ID, and current utility bill (water, gas, electric, or copy of lease) bearing the same name and address is required for individuals. Resident business must produce a valid San Dimas business license. A P.O. Box address does not validate proof of residency.

NON-PROFIT: Groups and organizations such as service clubs, youth organizations, school student body activities, church groups, PTA groups, booster clubs, etc. A membership roster, Articles of Incorporation ~~indicating status as San Dimas based,~~ and proof of non-profit status (501(c)(3)) may be required as a condition of receiving classification in this ~~category.~~ San Dimas based non-profits are charged the resident non-profit rental rates, and all other non-profits are charged the San Dimas resident rate for facility rental.

PRIVATE: Individuals whose use is for a private function which is not open to the general public, or for private enterprise use by a business, i.e. company dances, dinners, exhibits, advertising programs, fashion shows, etc.

~~PROOF OF RESIDENCY: Proof of residence in the form of a valid California driver's license or California ID, and current utility bill (water, gas, electric, or copy of lease) bearing the same name and address is required for individuals. Resident business must produce a valid San Dimas business license.~~

#### IV. RULES AND REGULATIONS

- A. All City, County, State, and Federal ordinances must be observed.
- B. All persons and organizations requesting use of Community Facilities must submit an application for approval.
  1. Applications for use of the Stanley Plummer Community Building by San Dimas residents must be filed at least 154 days and not more than 9 months prior to requested date of use, and 154 days to 6 months for non-residents.
  2. Applications for use of the Senior Citizen/Community Center Multi-Purpose Room by San Dimas residents must be filed at least 154 days before and not more than 6 months prior to the time of use, and 154 days to 3 months for non-residents.

3. Applications for use of the Senior Citizen/Community Center Meeting Room and Conference Room, and the Walker House Conference Room by all applicants must be filed at least 154 days before and not more than 3 months prior to the time of use.
4. Applications for use of Ladera Serra Park and Marchant Park Recreation Buildings must be filed at least 154 days before and not more than 3 months prior to the time of use. ~~These park~~ Recreation Rooms are open to Residents of San Dimas only.
5. Rental Hours: Facilities may be reserved as early as 8:00 a.m. All activities, including clean up, must cease by 1:00 a.m. in the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room. Activities in the Senior Citizen/Community Center Meeting Room or Conference Room, the Walker House Conference Room, and the Ladera Serra and Marchant Park Recreation Buildings must cease by 10:00 p.m.
6. Applications for facility use must be made for a minimum use of 2 hours.

C. All applicants must present valid California I.D. ~~Residents must present a utility (water, electric, gas) bill dated within the last 30 days indicating the name of the applicant and the address in San Dimas. Applicant must be at least 21 years of age at time of reservation. Resident businesses must submit a valid San Dimas Business License.~~

1. Applicant must be at least 21 years of age at time of reservation.
2. Applicant must sign a Hold Harmless Agreement and assume all liability for damages and theft of City property. Applicant is held responsible for reimbursing the City of all damaged or missing items.
3. Applicant must be present throughout the entire time of scheduled use and is responsible for proper conduct and ethical control of guests during facility use.
4. Applicants shall not transfer, assign, or sublet use of facility or apply for use on behalf of another person or organization.

D. City facilities are not to be used for personal and/or private gain.

E. Use may be denied and the application rejected for the following reasons:

1. The applicant previously used a Community facility and failed to comply with applicable rules or conditions, or due to damage or lack of cleaning, did not receive full refund of cleaning deposit.
2. The applicant has twice before cancelled a scheduled event in a Community facility.

E.

~~D.F.~~ Required security/cleaning deposit must accompany the application. Final approval is granted upon payment of balance due. Facility reservations are subject to cancellation if fees are not paid ~~fifteen~~ 15 days prior to event.

1. The security/cleaning deposit will be fully refunded by City check made payable to the applicant, and mailed approximately four weeks after the date of the activity under the following conditions: cleaning requirements are met; applicant does not extend the activity beyond the hours specified on application; no damage, theft, or abuse to the building or grounds occurs during the use.

~~E.2.~~ Facilities must be left in a clean and orderly condition. Clean up includes the removal of all decorations, food, rented items, dishes, utensils, debris, etc. Trash must be disposed of in available containers, and the sink disposal flushed.

~~F.3.~~ The deposit refund will be adjusted to reflect costs associated with the repair of damages or abuse, or for the extension of hours beyond those reserved. Violation of any stated rules or regulations may also result in full or partial loss of security/cleaning deposit. A \$25 minimum charge per infraction or violation of facility rules will be imposed and deducted from deposit.

~~G.~~ The deposit will be retained if the facility reservation is canceled less than 30 days prior to the event.

~~H.G.~~ Equipment located within the facility (such as ~~television~~, piano, audio visual screen, etc.) is not available for use. No equipment or furnishings may be removed from the premises.

~~I.H.~~ The City is not responsible for any lost, stolen or damaged items.

~~J.~~ Applicant must sign a Hold Harmless Agreement and assume all liability for damages and theft of City property. Applicant is held responsible for reimbursing the City of all damaged or missing items.

~~Applicant is held responsible for proper conduct and ethical control of guests during facility use.~~

~~K.I.~~ Gambling, use of profane language, or improper conduct will not be permitted and may be grounds for termination of activity and/or loss of deposit.

~~L.J.~~ Only teen dances sponsored or co-sponsored by the Parks and Recreation Department shall be permitted. Exception may be granted to the Bonita Unified School District providing all requirements regarding security and control are met, as determined by the Director of Parks and Recreation. School District personnel must make application for use of facilities for school events.

~~K.~~ The City of San Dimas reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, ~~City and State~~ laws are being observed.

~~M.1.~~ A City employee shall be assigned to any activity scheduled in Community Facilities. Supervision by Staff is necessary for the public's safety and well-being. Staff shall have complete authority over the facility being used.

all equipment, participants, activities, alcohol service and any security firm(s) on site. The Staff shall have authority to request changes in activities or cessation of activities. Users must comply with these requests and instructions. Staff shall have the authority to deny or terminate the use of the facility if a determination is made by Staff that the use does not conform to the requirements of the use policies and regulations and/or may cause damage to the facility.

~~N.2. A City employee shall be assigned to any activity scheduled in Community Facilities. Users of facility must obey instructions of City employees on duty.~~ Failure to comply with the instructions of City employees may be grounds for termination of the activity and/or loss of deposit.

Q.L. Any damages or any accident must be reported immediately to the employee on duty.

P.M. The City has the right to require chaperones and/or security guards at applicant's expense for any function.

N. Decorations must be of a flameproof material and approved prior to installation.

1. No open flames are allowed. Decorations must be removed immediately at the conclusion of each event. No nails, tacks, staples, tape (blue tape permitted) or other materials considered harmful or defacing to the facility or furnishings will be permitted. Nothing shall be attached to the draperies in any Community Facility.

2. No rice, birdseed, confetti, or other similar items shall be used for decoration or thrown in or around the facility. Balloons must be secured and not released. A fee will be assessed if facility Staff has to retrieve released balloons.

O. Incense, fog, hazer or smoke use is not permitted at any time. Fire and open flame are strictly prohibited without written approval from the Director of Parks and Recreation. Typical uses of fire and open flame that may be considered for approval include regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed). Request for approval, along with sample candle or open flame device, must be submitted to the Director of Parks and Recreation a minimum of 15 days prior to event.

Sterno heaters for food warming are allowed if heater is placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside any Community facility at all times.

P.

Q. Smoking is not permitted in any City of San Dimas facility or park. Smoking is permitted in the parking lots and on the street.

Q.R. Animals are not permitted inside any Community facility except those that serve as aides to physically challenged individuals.

R.S. \_\_\_ Approval is required at time of application for the service of food or beverages.

~~S. Barbecue grills may be used in the designated area for the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room with approval at time of application.~~

## V. USE AND SERVICE OF ALCOHOL

A. The use of alcohol is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.

1. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.

2. The use of alcoholic beverages is prohibited at Ladera Serra Park and Marchant Park.

~~3.~~ Use of alcoholic beverages is allowed inside the Stanley Plummer Community Building and the Senior Citizen/Community Center Multi-Purpose Room, ~~are the only Community Facility locations where the use of alcoholic beverages is allowed,~~ and must be approved by the Director of Parks and Recreation on a case by case basis in accordance with the following conditions:

~~a.~~ Alcoholic beverages may be served, sold, or consumed only if a meal is served. Hors d'oeuvres, snacks, etc. are not considered a meal.

~~2.~~ Such service, sale and consumption may be permitted only at those events for which the facility rental application so specifies and requests.

b. Only a person or organization possessing a current, valid license from the Alcohol Beverage Control Board (A.B.C.) may sell or accept donations for alcoholic beverages.

c. Non-Profit Organizations may obtain a license to sell alcoholic beverages from the A.B.C. only if the proceeds are going to the Non-Profit organization.

i. Such organizations must request verification of facility use from the City, to be provided to A.B.C. when applying for the license.

d. Private party rentals must arrange for the A.B.C. license through a licensed caterer. The caterer must have a catering license which enables the caterer to sell alcohol; and must obtain the A.B.C. license allowing for the sale of alcoholic beverages at the reserved facility.

i. NO EXCEPTIONS: It is illegal for a private party to sell alcohol on their own.

3. e. A copy of the A.B.C. license must be provided to the Parks and Recreation Department at least seven working days prior to the event.

f. A copy of the A.B.C. license must be posted in plain public view near the area where the alcohol is being served.

g. No one under the age of 21 is permitted to consume alcoholic beverages.

h. All alcohol must be distributed from behind a table or a bar by an adult over the age of 21 who is responsible for insuring that no minors are served. The server must also insure that guests are not over-served.

4.i. When serving Champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles must not be opened in community rooms.

5.j. No alcoholic beverages may be consumed outside the facility except as approved by the Director of Parks and Recreation.

B. Facilities may be reserved for rehearsal or decorating for a two hour minimum on the evening before an approved scheduled event based on availability. Such use may be reserved no sooner than 15 days prior to event.

U. Additional regulations and specifications may be required in the facility use permit for any event. All Activities, including clean up, must cease by 1:00 a.m. in the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi Purpose Room. Activities in the Senior Citizen/Community Center Meeting Room or Conference Room, the Walker House Conference Room, and the Ladera Serra and Marchant Park Recreation Buildings must cease by 10:00 p.m.

V.C. Facilities must be left in a clean and orderly condition. Clean up includes the removal of all decorations, food, rented items, dishes, utensils, debris, etc. Trash must be disposed of in available containers, and the sink disposal flushed.

W. Ladera Serra Park Restroom Key:

1. San Dimas residents may reserve a restroom key for Ladera Serra Park at a daily fee rate. The key may be reserved on a first come, first served basis; picked up one business day prior to use; and returned on the first business day following use; at the Parks and Recreation Department.

2. A refundable deposit (cash or credit card only) will be taken at time of pick up and returned when the key is returned. Key must be returned the first business day immediately following use. Applicant shall bear all costs for replacement of lost keys and new locks. Duplication of a key shall be considered unlawful and subject to prosecution.

~~3. Security and condition of the restroom shall be the sole responsibility of the person signing for the key.~~

#### IV-VI. KITCHEN USE

~~A. Kitchens may not be used without prior approval.~~

~~B.A.~~ Applicants utilizing kitchen facilities in the Stanley Plummer Community Building or the Senior Citizen/Community Center Multi-Purpose Room shall furnish their own dishes, silverware, cooking utensils, towels, soap, etc.

~~B.~~ Kitchen equipment such as ice machine, microwave oven, stove, oven, and refrigerator, are available for use.

~~C.~~

~~D.C.~~ All applicants utilizing kitchen facilities must leave the kitchen in a clean and orderly condition after use.

~~D.~~ The City reserves the right to ban caterers or applicants from future use of facilities if they fail to clean the kitchen in accordance with the standards established by the City.

~~E.~~ Barbecue grills or outdoor cooking may occur in the designated area for the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room with approval at time of application. Pavement under the cooking area must be covered with a plastic tarp and/or cardboard prior to the start of food preparation. Grease spatters and other spills shall be absorbed before removing tarp. All soiled materials shall be properly disposed.

#### VII. USE OF OUTDOOR SPACE

~~A.~~ Approval is required at time of application for use of the Civic Center Plaza area or the Patio area at the Senior Citizen/Community Center in conjunction with the rental of facilities.

- ~~1.~~ Applicants reserving the Community Building may request to use the Civic Center Plaza for a specified purpose, during specific time frames within the hours of the facility rental.
- ~~2.~~ Applicants reserving the Senior Citizen/Community Center Multi-Purpose Room may request to use the Patio for a specified purpose, during specific time frames within the hours of the facility rental.
- ~~3.~~ Applicant must provide all furniture for use outdoors, as City furniture shall not be taken from inside the facilities.
- ~~4.~~ All furniture and equipment must be pre-approved and a site plan submitted no later than 15 days prior to event.

#### V-VIII. FEES AND PERMITS

A. Fees will be assessed per the rates listed in the “Community Facilities Rental Fees” schedule. A holiday surcharge will apply to any reservation scheduled on a holiday and/or the day observed by the City of San Dimas as holiday.

1. ~~Observed Holidays – Martin Luther King, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day~~

A.B. A penalty fee will be assessed for any hours or portion thereof exceeding the closing time for each facility. That fee shall be assessed at the hourly rate plus fifty percent.

B. Applications shall be issued only to responsible adults who shall be in attendance for the entire function for which application is made.

C. All applicants reserving Community Facilities are required to pay an additional fee for general liability insurance or provide the City with a Certificate of Insurance in an amount no less than \$1 million and naming the City of San Dimas as additional insured.

D. Applicant may cancel a facility reservation up to thirty (30) days prior to scheduled event, and all fees will be refunded, minus a service charge. Deposit will be retained if reservation is canceled less than thirty (30) days prior to scheduled event.

C. Final approval is granted upon payment of balance. No reservation shall be confirmed until appropriate fees, deposits, permits/ licenses, and insurance are obtained and paid. Facility reservation is subject to automatic cancellation if fees are not paid ~~fifteen~~ 15 days prior to scheduled event.

## IX. SET UP ARRANGEMENTS

A. Table and chair arrangements must be submitted at least 15 days prior to scheduled use of facility. Set up diagrams are available based upon the occupancy of each facility. Only approved arrangements will be accommodated. Applicant may not remove or change the set up after the facility is occupied with guests. All set up changes must be performed by staff.

B. No seating allowed on the stages inside the Community Facilities. Other activities on stages must be approved at time of application.

C. City owned tables and chairs shall not be taken outside of the Community Facilities, except as approved by the Director of Parks and Recreation.

D. Applicants may provide their own tables and chairs with approval at time of application.

## X. LIABILITY AND INSURANCE

A. All users of Community facilities shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property

which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages.

B. All user's insurance shall:

1. Name the City of San Dimas, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
2. Contain no special limitations on the scope of protection afforded to City and City personnel.
3. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
4. Shall be "date of occurrence" rather than "claims made" insurance.
5. Shall apply separately to each insured against the limits of the insurer's liability.
6. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Risk Manager due to unique circumstances.
7. The applicant's policy must include a 30-day written cancellation notice.

C. Certificate of Insurance - The City of San Dimas requires the following information on all certificates and additional insured endorsements:

1. Wording must read exactly, with no exceptions accepted:  
"Additional Insured: City of San Dimas."
2. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured."
3. Certificate must be an original. No copies will be accepted.
4. The Certificate of Insurance must be filed with the City of San Dimas not later than the date of final payment or 15 days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
5. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.

6. Indemnification Clause -- To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

D. If the applicant is unable to provide adequate insurance, the City of San Dimas, for a fee, will make available Tenant/User insurance coverage.

## XI. CANCELLATION POLICY

A. Applicant may cancel a facility reservation with the following penalties applied:

1. Reservations cancelled 60-90 days prior to scheduled event will receive a refund of fees minus \$50 or one-half of the rental deposit fee, whichever is less.
2. Reservations cancelled 31-59 days prior to scheduled event will receive a refund of fees minus \$100 or the amount of the rental deposit fee, whichever is less.
3. Full rental deposit will be retained if reservation is cancelled 30 days or less prior to scheduled event.

E.

## VI. SET UP ARRANGEMENTS

~~A. Table and chair arrangements must be submitted at least two weeks prior to scheduled use of facility. Set up diagrams are available based upon the occupancy of each facility. Only approved arrangements will be accommodated. Applicant may not remove or change the setup.~~

~~B. Approval at time of application is required for the set up of tables and chairs on the stages inside the Community Facilities.~~

~~C. City owned tables and chairs shall not be taken outside of the Community Facilities, except as approved by the Director of Parks and Recreation.~~

~~Applicants may provide their own tables and chairs with approval at time of application.~~XII. LADERA SERRA PARK RESTROOM KEY

A. San Dimas residents may reserve a restroom key for Ladera Serra Park at a daily fee rate. The key may be reserved on a first come, first served basis; may be reserved up to two weeks in advance of use, but must be reserved at least two days in advance; picked up one business

day prior to use; and returned on the first business day following use; at the Parks and Recreation Department.

B. A refundable deposit (cash or credit card only) will be taken at time of pick up and returned when the key is returned. Key must be returned the first business day immediately following use. Applicant shall bear all costs for replacement of lost keys and new locks. Duplication of a key shall be considered unlawful and subject to prosecution.

C. Security and condition of the restroom shall be the sole responsibility of the person signing for the key. Deposit will be retained should the restrooms be damaged or abused.

### XIII. DISCRIMINATION BY USER GROUPS

A. The City of San Dimas shall not rent, lease, or allow use of Community Facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.

D.

### VII. XIV. LOTTERY PROCEDURE

A. If two or more eligible applicants are interested in reserving the same Community Facility and arrive at the Parks and Recreation Department counter at the same time, then the following lottery procedure will take place:

1.

2.1. Eligibility of applicants will be verified, and only eligible applicants will be included.

3.

2. The Parks and Recreation Department employee will write consecutive numbers on pieces of paper, starting with ~~one (1)~~ and continuing through the number of parties to be included in the lottery.

4.

3. The pieces of paper shall be folded so that the numbers are not visible, and then inserted into a container.

5.

4. One representative of each party shall pick one piece of paper out of the container. The number on that piece of paper establishes the priority of each party.

6.

5. The party holding priority number 1 shall be able to rent the facility for any available and eligible date at that time.

7.

6. Each party shall be taken in turn of their priority, from lowest number to highest, as established by the lottery for any remaining available and eligible dates.

**FAILURE TO COMPLY WITH ALL RULES AND REGULATIONS GOVERNING USE OF CITY OF SAN DIMAS COMMUNITY FACILITIES MAY BE GROUNDS FOR TERMINATION OF ACTIVITY, MAY RESULT IN FORFEITURE OF DEPOSIT AND POSSIBLE BAN FROM FUTURE USE.**

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City of San Dimas  
Parks & Recreation Department

# Community Facilities

## Rental Policy and Information Guide

- I. Policy Statement
- II. Purpose of Use Policy
- III. Application for Use
- IV. Rules and Regulations
- V. Use and Service of Alcohol
- VI. Kitchen Use
- VII. Use of Outdoor Space
- VIII. Fees and Permits
- IX. Set Up Arrangements
- X. Liability and Insurance
- XI. Cancellation Policy
- XII. Ladera Serra Park Restroom Key
- XIII. Discrimination by User Groups
- XIV. Lottery Procedure



245 E. Bonita Avenue  
San Dimas, CA

(909) 394-6230

November 13, 2012

**COMMUNITY FACILITIES  
RENTAL POLICY AND INFORMATION GUIDE**

**I. POLICY STATEMENT**

- A. The Stanley Plummer Community Building; the Senior Citizen/Community Center Multi-Purpose Room, Meeting Room and Conference Room; the Walker House Conference Room; the Ladera Serra Park Recreation Building; the Marchant Park Recreation Building; and the meeting rooms at City Hall (hereafter collectively referred to as "Community Facilities") shall be available for activities which contribute to the best recreational, social, cultural, civic and educational interests of the citizens of San Dimas. The meeting rooms at City Hall shall be utilized only for meetings, and the Senior Citizen/Community Center is primarily for senior citizen use; however, other compatible community uses are permitted. Any dispute regarding the "best recreational, social, cultural, civic and educational interests of the citizens of San Dimas" shall be referred to the Director of Parks and Recreation or, if necessary, the City Manager for final determination.

**II. PURPOSE OF USE POLICY**

- A. The purpose of this Use Policy is to assure that Community Facilities are operated in a manner that best serves the residents of the City of San Dimas. It is intended to ensure that facility use is granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facility are intended to recoup on-going maintenance and operation costs of the facility.

**III. APPLICATION FOR USE**

- A. Reservations for the use of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation for the following activities without charge, or at a custodial charge, and with preference in the following order:
1. City sponsored or co-sponsored activities.
  2. Activities sponsored by other governmental agencies if requested use is during regular business hours. Fees shall be charged for after hours use.
  3. Activities sponsored by the Bonita Unified School District, which serves the citizens of San Dimas, shall be billed at custodial rate when reserved by District staff.
- B. Reservations for all other uses of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation at the established rates and on a first come, first served basis.
- C. Non-City sponsored activities may not be scheduled on a recurring basis Fridays through Sundays. A maximum of three dates, Mondays through Thursdays, may be reserved on one reservation.

- D. Rental of Ladera Serra Park Recreation Building and Marchant Park Recreation Building is available to San Dimas residents only.
- E. For the purpose of definition, the following shall prevail:

**RESIDENT USE:** Resident use is defined as use by a San Dimas resident; a business located in the City of San Dimas; a San Dimas based organization whose membership is composed of 51% San Dimas residents (roster may be required); a person who owns and pays taxes on a business or property in San Dimas; or a political campaign directly related to the City of San Dimas.

**PROOF OF RESIDENCY:** Proof of residence in the form of a valid California driver's license or California ID, and current utility bill (water, gas, electric, or copy of lease) bearing the same name and address is required for individuals. Resident business must produce a valid San Dimas business license. A P.O. Box address does not validate proof of residency.

**NON-PROFIT:** Groups and organizations such as service clubs, youth organizations, school student body activities, church groups, PTA groups, booster clubs, etc. A membership roster, Articles of Incorporation and proof of non-profit status (501(c)(3)) may be required as a condition of receiving classification in this category. San Dimas based non-profits are charged the resident non-profit rental rates, and all other non-profits are charged the San Dimas resident rate for facility rental.

**PRIVATE:** Individuals whose use is for a private function which is not open to the general public, or for private enterprise use by a business, i.e. company dances, dinners, exhibits, advertising programs, fashion shows, etc.

#### **IV. RULES AND REGULATIONS**

- A. All City, County, State, and Federal ordinances must be observed.
- B. All persons and organizations requesting use of Community Facilities must submit an application for approval.
  1. Applications for use of the Stanley Plummer Community Building by San Dimas residents must be filed at least 15 days and not more than 9 months prior to requested date of use, and 15 days to 6 months for non-residents.
  2. Applications for use of the Senior Citizen/Community Center Multi-Purpose Room by San Dimas residents must be filed at least 15 days before and not more than 6 months prior to the time of use, and 15 days to 3 months for non-residents.
  3. Applications for use of the Senior Citizen/Community Center Meeting Room and Conference Room, and the Walker House Conference Room by all applicants must be filed at least 15 days before and not more than 3 months prior to the time of use.

4. Applications for use of Ladera Serra Park and Marchant Park Recreation Buildings must be filed at least 15 days before and not more than 3 months prior to the time of use. These Recreation Rooms are open to Residents of San Dimas only.
  5. Rental Hours: Facilities may be reserved as early as 8:00 a.m. All activities, including clean up, must cease by 1:00 a.m. in the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room. Activities in the Senior Citizen/Community Center Meeting Room or Conference Room, the Walker House Conference Room, and the Ladera Serra and Marchant Park Recreation Buildings must cease by 10:00 p.m.
  6. Applications for facility use must be made for a minimum use of 2 hours.
- C. All applicants must present valid California I.D.
1. Applicant must be at least 21 years of age at time of reservation.
  2. Applicant must sign a Hold Harmless Agreement and assume all liability for damages and theft of City property. Applicant is held responsible for reimbursing the City of all damaged or missing items.
  3. Applicant must be present throughout the entire time of scheduled use and is responsible for proper conduct and ethical control of guests during facility use.
  4. Applicants shall not transfer, assign, or sublet use of facility or apply for use on behalf of another person or organization.
- D. City facilities are not to be used for personal and/or private gain.
- E. Use may be denied and the application rejected for the following reasons:
1. The applicant previously used a Community facility and failed to comply with applicable rules or conditions, or due to damage or lack of cleaning, did not receive full refund of cleaning deposit.
  2. The applicant has twice before cancelled a scheduled event in a Community facility.
- F. Required security/cleaning deposit must accompany the application. Final approval is granted upon payment of balance due. Facility reservations are subject to cancellation if fees are not paid 15 days prior to event.
1. The security/cleaning deposit will be fully refunded by City check made payable to the applicant, and mailed approximately four weeks after the date of the activity under the following conditions: cleaning requirements are met; applicant does not extend the activity beyond the hours specified on application; no damage, theft, or abuse to the building or grounds occurs during the use.

2. Facilities must be left in a clean and orderly condition. Clean up includes the removal of all decorations, food, rented items, dishes, utensils, debris, etc. Trash must be disposed of in available containers, and the sink disposal flushed.
  3. The deposit refund will be adjusted to reflect costs associated with the repair of damages or abuse, or for the extension of hours beyond those reserved. Violation of any stated rules or regulations may also result in full or partial loss of security/cleaning deposit. A \$25 minimum charge per infraction or violation of facility rules will be imposed and deducted from deposit.
- G. Equipment located within the facility (such as piano, audio visual screen, etc.) is not available for use. No equipment or furnishings may be removed from the premises.
- H. The City is not responsible for any lost, stolen or damaged items.
- I. Gambling, use of profane language, or improper conduct will not be permitted and may be grounds for termination of activity and/or loss of deposit.
- J. Only teen dances sponsored or co-sponsored by the Parks and Recreation Department shall be permitted. Exception may be granted to the Bonita Unified School District providing all requirements regarding security and control are met, as determined by the Director of Parks and Recreation. School District personnel must make application for use of facilities for school events.
- K. The City of San Dimas reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
1. A City employee shall be assigned to any activity scheduled in Community Facilities. Supervision by Staff is necessary for the public's safety and well-being. Staff shall have complete authority over the facility being used, all equipment, participants, activities, alcohol service and any security firm(s) on site. The Staff shall have authority to request changes in activities or cessation of activities. Users must comply with these requests and instructions. Staff shall have the authority to deny or terminate the use of the facility if a determination is made by Staff that the use does not conform to the requirements of the use policies and regulations and/or may cause damage to the facility.
  2. Failure to comply with the instructions of City employees may be grounds for termination of the activity and/or loss of deposit.
- L. Any damages or any accident must be reported immediately to the employee on duty.
- M. The City has the right to require chaperones and/or security guards at applicant's expense for any function.
- N. Decorations must be of a flameproof material and approved prior to installation.
1. Decorations must be removed immediately at the conclusion of each event. No nails, tacks, staples, tape (blue tape permitted) or other materials considered

harmful or defacing to the facility or furnishings will be permitted. Nothing shall be attached to the draperies in any Community Facility.

2. No rice, birdseed, confetti, or other similar items shall be used for decoration or thrown in or around the facility. Balloons must be secured and not released. A fee will be assessed if facility Staff has to retrieve released balloons.
- O. Incense, fog, hazer or smoke use is not permitted at any time. Fire and open flame are strictly prohibited without written approval from the Director of Parks and Recreation. Typical uses of fire and open flame that may be considered for approval include regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed). Request for approval, along with sample candle or open flame device, must be submitted to the Director of Parks and Recreation a minimum of 15 days prior to event.
- P. Sterno heaters for food warming are allowed if heater is placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside any Community facility at all times.
- Q. Smoking is not permitted in any City of San Dimas facility or park. Smoking is permitted in the parking lots and on the street.
- R. Animals are not permitted inside any Community facility except those that serve as aides to physically challenged individuals.
- S. Approval is required at time of application for the service of food or beverages.

## **V. USE AND SERVICE OF ALCOHOL**

- A. The use of alcohol is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.
1. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.
  2. The use of alcoholic beverages is prohibited at Ladera Serra Park and Marchant Park.
  3. Use of alcoholic beverages is allowed inside the Stanley Plummer Community Building and the Senior Citizen/Community Center Multi-Purpose Room, and must be approved by the Director of Parks and Recreation on a case by case basis in accordance with the following conditions:
    - a. Alcoholic beverages may be served, sold, or consumed only if a meal is served. Hors d'oeuvres, snacks, etc. are not considered a meal.

- b. Only a person or organization possessing a current, valid license from the Alcohol Beverage Control Board (A.B.C.) may sell or accept donations for alcoholic beverages.
  - c. Non-Profit Organizations may obtain a license to sell alcoholic beverages from the A.B.C. only if the proceeds are going to the Non-Profit organization.
    - i. Such organizations must request verification of facility use from the City, to be provided to A.B.C. when applying for the license.
  - d. Private party rentals must arrange for the A.B.C. license through a licensed caterer. The caterer must have a catering license which enables the caterer to sell alcohol; and must obtain the A.B.C. license allowing for the sale of alcoholic beverages at the reserved facility.
    - i. **NO EXCEPTIONS:** It is illegal for a private party to sell alcohol on their own.
  - e. A copy of the A.B.C. license must be provided to the Parks and Recreation Department at least seven working days prior to the event.
  - f. A copy of the A.B.C. license must be posted in plain public view near the area where the alcohol is being served.
  - g. No one under the age of 21 is permitted to consume alcoholic beverages.
  - h. All alcohol must be distributed from behind a table or a bar by an adult over the age of 21 who is responsible for insuring that no minors are served. The server must also insure that guests are not over-served.
  - i. When serving Champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles must not be opened in community rooms.
  - j. No alcoholic beverages may be consumed outside the facility except as approved by the Director of Parks and Recreation.
- B. Facilities may be reserved for rehearsal or decorating for a two hour minimum on the evening before an approved scheduled event based on availability. Such use may be reserved no sooner than 15 days prior to event.
- C. Additional regulations and specifications may be required in the facility use permit for any event.

## **VI. KITCHEN USE**

- A. Applicants utilizing kitchen facilities in the Stanley Plummer Community Building or the Senior Citizen/Community Center Multi-Purpose Room shall furnish their own dishes, silverware, cooking utensils, towels, soap, etc.

- B. Kitchen equipment such as ice machine, microwave oven, stove, oven, and refrigerator, are available for use.
- C. All applicants utilizing kitchen facilities must leave the kitchen in a clean and orderly condition after use.
- D. The City reserves the right to ban caterers or applicants from future use of facilities if they fail to clean the kitchen in accordance with the standards established by the City.
- E. Barbecue grills or outdoor cooking may occur in the designated area for the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room with approval at time of application. Pavement under the cooking area must be covered with a plastic tarp and/or cardboard prior to the start of food preparation. Grease spatters and other spills shall be absorbed before removing tarp. All soiled materials shall be properly disposed.

## **VII. USE OF OUTDOOR SPACE**

- A. Approval is required at time of application for use of the Civic Center Plaza area or the Patio area at the Senior Citizen/Community Center in conjunction with the rental of facilities.
  - 1. Applicants reserving the Community Building may request to use the Civic Center Plaza for a specified purpose, during specific time frames within the hours of the facility rental.
  - 2. Applicants reserving the Senior Citizen/Community Center Multi-Purpose Room may request to use the Patio for a specified purpose, during specific time frames within the hours of the facility rental.
  - 3. Applicant must provide all furniture for use outdoors, as City furniture shall not be taken from inside the facilities.
  - 4. All furniture and equipment must be pre-approved and a site plan submitted no later than 15 days prior to event.

## **VIII. FEES AND PERMITS**

- A. Fees will be assessed per the rates listed in the “Community Facilities Rental Fees” schedule. A holiday surcharge will apply to any reservation scheduled on a holiday and/or the day observed by the City of San Dimas as holiday.
  - 1. Observed Holidays – Martin Luther King, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day
- B. A penalty fee will be assessed for any hours or portion thereof exceeding the closing time for each facility. That fee shall be assessed at the hourly rate plus fifty percent.

- C. Final approval is granted upon payment of balance. No reservation shall be confirmed until appropriate fees, deposits, permits/ licenses, and insurance are obtained and paid. Facility reservation is subject to automatic cancellation if fees are not paid 15 days prior to scheduled event.

## **IX. SET UP ARRANGEMENTS**

- A. Table and chair arrangements must be submitted at least 15 days prior to scheduled use of facility. Set up diagrams are available based upon the occupancy of each facility. Only approved arrangements will be accommodated. Applicant may not remove or change the set up after the facility is occupied with guests. All set up changes must be performed by Staff.
- B. No seating allowed on the stages inside the Community Facilities. Other activities on stages must be approved at time of application.
- C. City owned tables and chairs shall not be taken outside of the Community Facilities, except as approved by the Director of Parks and Recreation.
- D. Applicants may provide their own tables and chairs with approval at time of application.

## **X. LIABILITY AND INSURANCE**

- A. All users of Community facilities shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages.
- B. All user's insurance shall:
  - 1. Name the City of San Dimas, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
  - 2. Contain no special limitations on the scope of protection afforded to City and City personnel.
  - 3. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
  - 4. Shall be "date of occurrence" rather than "claims made" insurance.
  - 5. Shall apply separately to each insured against the limits of the insurer's liability.
  - 6. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key

Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Risk Manager due to unique circumstances.

7. The applicant's policy must include a 30-day written cancellation notice.
- C. Certificate of Insurance - The City of San Dimas requires the following information on all certificates and additional insured endorsements:
1. Wording must read exactly, with no exceptions accepted:  
"Additional Insured: City of San Dimas."
  2. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured."
  3. Certificate must be an original. No copies will be accepted.
  4. The Certificate of Insurance must be filed with the City of San Dimas not later than the date of final payment or 15 days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
  5. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.
  6. Indemnification Clause -- To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.
- D. If the applicant is unable to provide adequate insurance, the City of San Dimas, for a fee, will make available Tenant/User insurance coverage.

## **XI. CANCELLATION POLICY**

- A. Applicant may cancel a facility reservation with the following penalties applied:
1. Reservations cancelled 60-90 days prior to scheduled event will receive a refund of fees minus \$50 or one-half of the rental deposit fee, whichever is less.

2. Reservations cancelled 31-59 days prior to scheduled event will receive a refund of fees minus \$100 or the amount of the rental deposit fee, whichever is less.
3. Full rental deposit will be retained if reservation is cancelled 30 days or less prior to scheduled event.

## **XII. LADERA SERRA PARK RESTROOM KEY**

- A. San Dimas residents may reserve a restroom key for Ladera Serra Park at a daily fee rate. The key may be reserved on a first come, first served basis; may be reserved up to two weeks in advance of use, but must be reserved at least two days in advance; picked up one business day prior to use; and returned on the first business day following use; at the Parks and Recreation Department.
- B. A refundable deposit (cash or credit card only) will be taken at time of pick up and returned when the key is returned. Key must be returned the first business day immediately following use. Applicant shall bear all costs for replacement of lost keys and new locks. Duplication of a key shall be considered unlawful and subject to prosecution.
- C. Security and condition of the restroom shall be the sole responsibility of the person signing for the key. Deposit will be retained should the restrooms be damaged or abused.

## **XIII. DISCRIMINATION BY USER GROUPS**

- A. The City of San Dimas shall not rent, lease, or allow use of Community Facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.

## **XIV. LOTTERY PROCEDURE**

- A. If two or more eligible applicants are interested in reserving the same Community Facility and arrive at the Parks and Recreation Department counter at the same time, then the following lottery procedure will take place:
  1. Eligibility of applicants will be verified, and only eligible applicants will be included.
  2. The Parks and Recreation Department employee will write consecutive numbers on pieces of paper, starting with 1 and continuing through the number of parties to be included in the lottery.
  3. The pieces of paper shall be folded so that the numbers are not visible, and then inserted into a container.
  4. One representative of each party shall pick one piece of paper out of the container. The number on that piece of paper establishes the priority of each party.

5. The party holding priority number 1 shall be able to rent the facility for any available and eligible date at that time.
6. Each party shall be taken in turn of their priority, from lowest number to highest, as established by the lottery for any remaining available and eligible dates.

**FAILURE TO COMPLY WITH ALL RULES AND REGULATIONS GOVERNING USE OF CITY OF SAN DIMAS COMMUNITY FACILITIES MAY BE GROUNDS FOR TERMINATION OF ACTIVITY, MAY RESULT IN FORFEITURE OF DEPOSIT AND POSSIBLE BAN FROM FUTURE USE.**

**CITY OF SAN DIMAS  
PARKS AND RECREATION DEPARTMENT**

Attachment C

Recommended Fees

**COMMUNITY FACILITIES RENTAL FEES**

	CAPACITY		DEPOSIT			RENTAL RATE/HR			
	Dining	Audience	Res NP	Res	Non-Res	Res NP	Res	Non-Res	
<b>COMMUNITY BUILDING</b>			15 days - 9 mos. In advance		15 days - 6 mos. In advance				
FULL	350	564	\$300	\$500	\$500	\$100	\$125	\$150	
FRONT 1/2 (new divider)	250	390	\$300	\$500	\$500	\$75	\$100	\$125	
BACK 1/2 (old divider)	152	250	\$300	\$500	\$500	\$75	\$100	\$125	
FRONT 1/3 (old divider)	96	160	\$300	\$500	\$500	\$50	\$75	\$100	
REAR NORTH, SOUTH + MEETING	125	170	\$100	\$200	\$200	\$50	\$75	\$100	
REAR NORTH + SOUTH	60	150	\$100	\$200	\$200	\$30	\$60	\$85	
REAR SOUTH + MEETING	48	75	\$100	\$200	\$200	\$30	\$60	\$85	
REAR NORTH	40	60	\$100	\$200	\$200	\$25	\$50	\$75	
MEETING ROOM	20	30	\$100	\$100	\$100	\$25	\$50	\$75	
CIVIC CENTER PLAZA	approval required		included with full CB rental			incl	\$15	\$30	
<b>SENIOR CITIZEN/ COMMUNITY CENTER</b>			15 days - 6 mos. In advance		15 days - 3 mos. In advance				
MULTIPURPOSE ROOM	120	200	\$300	\$500	\$500	\$75	\$100	\$125	
MEETING ROOM	30	50	\$50	\$100	\$100				
Mon - Fri 8:00am-10:00pm						\$10	\$15	\$30	
Sat-Sun 8:00am-10:00pm						\$25	\$50	\$75	
CONFERENCE ROOM	15	20	\$50	\$50	\$50				
Mon - Fri 8:00am-10:00pm						\$10	\$15	\$30	
Sat-Sun 8:00am-10:00pm						\$25	\$50	\$75	
<b>LADERA SERRA &amp; MARCHANT PARK</b>			15 days - 3 mos. In advance						
LSP & MP RECREATION BLDGS.	75	100	\$100	\$100	x	\$25	\$50	x	
LSP RESTROOM KEY ONLY			\$50	\$50	x	\$10/day	\$10/day	x	
<b>CITY HALL</b>			15 days - 3 mos. In advance			San Dimas Organizations Only			
CITY COUNCIL CHAMBERS		75							
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x	
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x	
COUNCIL CHAMBERS CONF. RM.		40							
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x	
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x	
<b>WALKER HOUSE</b>									
CONFERENCE ROOM	25	35							
Daily 8:00am-10:00pm			\$50	\$50	\$50	\$20	\$40	\$50	
<b>COMM EQUESTRIAN ARENA</b>			\$100	\$100	\$100	\$100/day	\$100/day	\$100/day	
<b>Bonita Unified School District</b>	Hourly rate for facilities reserved by BUSD personnel							\$22/hr	
<b>Holiday Surcharge</b>	Charged for facilities scheduled on a Holiday or day observed as Holiday by City. Requires approval at time of application.							\$25/hr	
<b>Cancellation Service Charge</b>	60-90 days prior		\$50 or 50% deposit - whichever is less						
	31-59 days prior		\$100 or full deposit - whichever is less						
	30 days or less		Full deposit						
<b>Liability Insurance</b>	See Rate Chart on Reverse								

# FACILITY RENTAL GENERAL LIABILITY INSURANCE RATES 2012

Event	Attendance	Without Alcohol	With Alcohol	After Midnight
Wedding	1-100	\$84	\$144	\$153
	101-150	\$117	\$177	\$186
	151-300	\$117	\$177	\$186
	301-500	\$117	\$177	\$186
Social Gathering	1-100	\$84	\$248	\$267
	101-150	\$117	\$339	\$358
	151-300	\$117	\$364	\$386
	301-500	\$117	\$414	\$444
Birthday Party	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Quinceanera	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Baby Shower	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Dances	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Reunions	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444

**CITY OF SAN DIMAS  
PARKS AND RECREATION DEPARTMENT**

Attachment D

Current Fees

**COMMUNITY FACILITIES RENTAL FEES**

	CAPACITY		DEPOSIT			RENTAL RATE/HR		
	Banquet Seating	Audience Set Up	Res	NP	Non-Res	Res	NP	Non-Res
<b>COMMUNITY BUILDING</b>					14 days - 9 mos. In advance			
FULL	350	400	\$300	\$500	\$500	\$75	\$100	\$125
FRONT	250	300	\$300	\$500	\$500	\$50	\$75	\$100
BACK	125	150	\$300	\$500	\$500	\$50	\$75	\$100
REAR NORTH	48	75	\$100	\$200	\$200	\$25	\$50	\$75
REAR NORTH + SOUTH	60	100	\$100	\$200	\$200	\$25	\$50	\$75
REAR SOUTH + MEETING	48	75	\$100	\$200	\$200	\$25	\$50	\$75
MEETING ROOM	24	30	\$50	\$100	\$100	\$25	\$50	\$75
<b>SENIOR CITIZEN/ COMMUNITY CENTER</b>					14 days - 6 mos. In advance			
MULTIPURPOSE ROOM	120	200	\$300	\$500	\$500	\$50	\$75	\$100
MEETING ROOM	30	50						
Mon - Fri 8:00am-10:00pm			\$50	\$100	\$100	\$10	\$15	\$30
Sat-Sun 8:00am-12:00am			\$50	\$100	\$100	\$25	\$50	\$75
CONFERENCE ROOM	15	20						
Mon - Fri 8:00am-10:00pm			\$50	\$50	\$50	\$10	\$15	\$30
Sat-Sun 8:00am-12:00am			\$50	\$50	\$50	\$25	\$50	\$75
<b>LADERA SERRA &amp; MARCHANT PK</b>	75	100	\$100	\$100	x	\$15	\$30	x
LSP RESTROOM KEY ONLY			\$30	\$30	x	\$10/day	\$10/day	x
<b>CITY HALL - SD ORGANIZATIONS ONLY</b>								
CITY COUNCIL CHAMBERS		75						
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x
COUNCIL BOARD ROOM		40						
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x
<b>WALKER HOUSE</b>								
CONFERENCE ROOM	30	45						
During Restaurant Hrs Tu-Sa 11a-9p & Su 10a-9p			\$25	\$50	\$50	\$0	\$15	\$25
When Restaurant Closed 8am-10pm Daily			\$25	\$50	\$50	\$15	\$30	\$40
<b>COMMUNITY EQUESTRIAN ARENA</b>			\$100	\$100	\$100	\$100/day	\$100/day	\$100/day

<b>Bonita Unified School District</b>	Hourly rate for activities reserved by BUSD personnel	\$20/hr
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<b>Liability Insurance</b>	See Rate Chart on Reverse
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<b>Holiday Surcharge</b>	Charged for activities scheduled on City observed Holidays. Requires approval at time of application.	\$20/hr
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<b>Cancellation Service Charge</b>	Charged for the processing of any cancellation	\$10
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# FACILITY RENTAL GENERAL LIABILITY INSURANCE RATES 2012

Event	Attendance	Without Alcohol	With Alcohol	After Midnight
Wedding	1-100	\$84	\$144	\$153
	101-150	\$117	\$177	\$186
	151-300	\$117	\$177	\$186
	301-500	\$117	\$177	\$186
Social Gathering	1-100	\$84	\$248	\$267
	101-150	\$117	\$339	\$358
	151-300	\$117	\$364	\$386
	301-500	\$117	\$414	\$444
Birthday Party	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Quinceanera	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Baby Shower	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Dances	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444
Reunions	1-100	\$123	\$248	\$267
	101-150	\$214	\$339	\$358
	151-300	\$214	\$364	\$386
	301-500	\$214	\$414	\$444

CITY OF SAN DIMAS  
PARKS & RECREATION DEPARTMENT

SPORTS FIELD USAGE POLICIES AND PROCEDURES

We ask that all users abide by the following rules and regulations. Failure to do so can cause forfeiture of deposit and suspension of facility use privileges by an individual or group.

1. An application for permission to use the sports facilities must be submitted by all organizations, teams or individuals for all uses.
2. All applications for permission to use the sports facilities shall be issued by the Parks and Recreation Department, subject to availability of the facilities.
3. San Dimas High School activities, City recreation programs and City government functions shall have first priority on use of all facilities. Furthermore, previously scheduled use may be cancelled for City functions.
4. All applications for use of the facilities must be submitted at least **seven** working days for tournaments or leagues or **three** working days for practices and not more than ninety days prior to the time of use. (Does not apply to **registered San Dimas youth sports non-profit organizations**).
5. All persons, groups or organizations using public facilities must abide by all Municipal, State and Federal laws.
6. The serving, selling and consumption of alcoholic beverages are forbidden on all park facilities.
7. **Vending of food or other items is not permitted unless approved by the Department Director. In such cases proof of compliance with all State, County and local codes and regulations must be provided.**
8. The City will not be held responsible for loss, damage, theft of equipment or personal articles owned, leased or rented by people utilizing the facilities.
9. City of San Dimas reserves the right of full access to all activities at any time in order to insure that all rules, regulations, and City and State laws are being observed. User must obey City employees who may be on duty at the time of use.
10. **Activities must not begin before 7:30 am and must cease by 10:00 pm unless permitted by the Department Director.**
11. Rental time on application must include set-up and clean-up period.
12. **Reservations must be made for a minimum of two hours.**
13. Report any problems the first working day following facility use to the Parks and Recreation Department.
14. No equipment or furnishings shall be removed from the premises without permission from the Parks and Recreation Department.
15. Gambling, profane language, indecent conduct, unusually loud amplified music, or other activity that creates a disturbance will not be permitted.
16. Smoking is **not** permitted within the boundaries of all public parks and facilities owned or operated by the City of San Dimas. This shall not include parking lots or roadways.
17. If theft or damage to City premises or property occurs or a call-out of City staff is necessary as a result of or during the rental, the applicant shall be held responsible **for all associated costs**.
18. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made.
19. **A \$100.00 security/cleaning deposit is required with the facility permit application for rentals for practices involving three or more scheduled uses.**
20. **A \$200.00 security/cleaning deposit is required with the facility permit application for league or tournament rentals and for other request as determined by the Department Director.**

21. No permit is final or approved until full payment is received and all insurance documents have been reviewed and approved.
22. Reservations are subject to automatic cancellation if fees are not paid in full five (5) working days prior to use for tournaments or leagues and two (2) working days in advance for practices.
23. Cancellation of reservations must be made five (5) or more working days prior to the scheduled use to receive a refund of fees paid. All cancellations are subject to a \$10.00 service fee.
24. All applicants are required to submit team rosters. (Does not apply to registered San Dimas youth sports non-profit organizations).
25. Resident use for practices or a single game requires 50% plus one of all roistered players to be San Dimas residents.
26. Resident use for leagues, tournaments, multiple practices or game events requires 50% plus one of all players participating in the event to be San Dimas residents.
27. All tournaments, leagues or multi-game events must include City provided field preparation and bases (Does not apply to registered San Dimas Youth sports non-profit organizations).
28. An employee on duty is provided for all tournaments, leagues or multi-game events.
29. An employee on duty fee is required for practices when City programs are not scheduled or when bases are rented, lights are used, or restrooms opened. The employee on duty fee shall be charged from the beginning time of the event to the ending time regardless of playing time.
30. A Certificate of Insurance naming the City of San Dimas as additional insured for a minimum of \$1 million general liability coverage is required for all tournaments, leagues, multi-day, or multi-game events. A Policy Endorsement Certificate is also required.
31. A maximum of four (4) tennis courts are available for rental at the SportsPlex in a single day, and one (1) court is available for rental at each park: Lone Hill Park; Ladera Serra Park; Marchant Park; and Pioneer Park.

**SAN DIMAS PARKS AND RECREATION DEPARTMENT  
SPORTSFIELD FEE SCHEDULE**

Attachment F

Recommend

	<b>REGISTERED SAN DIMAS NON-PROFIT YOUTH ORGANIZATIONS</b>		<b>ALL OTHER GROUPS OR INDIVIDUALS</b>							
			<b>PRACTICES</b>				<b>TOURNAMENT/LEAGUES</b>			
									<b>Fees include employee on duty</b>	
			RESIDENTS		NON-RESIDENTS		RESIDENTS		NON-RESIDENTS	
<b>Softball</b>	Day	w/Lights	Day	w/Lights	Day	w/Lights	Day	w/Lights	Day	w/Lights
SPX NW	No charge	\$18/hr	\$10/hr	\$25/hr	\$15/hr	\$32/hr	\$20/hr	\$48/hr	\$35/hr	\$70/hr
SPX SW	No charge	\$18/hr	\$10/hr	\$25/hr	\$15/hr	\$32/hr	\$20/hr	\$48/hr	\$35/hr	\$70/hr
LHP	No charge	NA	\$10/hr	NA	\$15/hr	NA	\$20/hr	NA	\$35/hr	NA
<b>Soccer</b>										
SPX So.	No charge	\$21/hr	\$10/hr	\$33/hr	\$15/hr	\$40/hr	\$20/hr	\$55/hr	\$35/hr	\$77/hr
SPX No.	No charge	\$45/hr	\$10/hr	\$53/hr	\$15/hr	\$60/hr	\$20/hr	\$76/hr	\$35/hr	\$98/hr
HTC Pk	No charge	\$18/hr	\$10/hr	\$32/hr	\$15/hr	\$32/hr	\$20/hr	\$70/hr	\$35/hr	\$70/hr
<b>Baseball</b>										
SPX Var.	No charge	\$55/hr	\$10/hr	\$63/hr	\$15/hr	\$70/hr	\$20/hr	\$86/hr	\$35/hr	\$105/hr
SPX SE	No charge	\$25/hr	\$10/hr	\$28/hr	\$15/hr	\$36/hr	\$20/hr	\$50/hr	\$35/hr	\$74/hr
MP	No charge	NA	\$10/hr	NA	\$15/hr	NA	\$20/hr	NA	\$35/hr	NA
PP	No charge	NA	\$10/hr	NA	\$15/hr	NA	\$20/hr	NA	\$35/hr	NA
<b>MISC Practice Areas</b>										
SPX Prac. Area	No charge	\$12/hr	\$10/hr	\$18/hr	\$15/hr	\$24/hr	\$20/hr	\$38/hr	\$35/hr	\$50/hr
<b>Tennis Courts</b>										
SPX(4) LHP(1) MP(1) PP(1)			\$8/hr/crt	\$8/hr/crt	\$10/hr/crt	\$10/hr/crt	\$10/hr/crt	\$10/hr/crt	\$15/hr/crt	\$15/hr/crt
<b>Basketball Courts - outdoor</b>										
SPX(4)			\$8/hr/crt	NA	\$10/hr/crt	NA	\$10/hr/crt	NA	\$15/hr/crt	NA

**SERVICES AND EQUIPMENT**

Field Preparation	\$40/prep	Mandatory for all tournaments and leagues at the SportsPlex; includes water, drag and line; not available at other parks
Base Rental	\$20/field	Mandatory for all tournaments and leagues at the SportsPlex; includes home plate extension; not available at other parks
Employee on Duty	\$15/hr	Mandatory when City programs are not scheduled, or when bases are rented, lights used, or restrooms opened. Two(2) hour minimum; applicable to all parks. Charged for total hours reserved. Included in Tournament/League fees, except for tennis courts.
Security/Cleaning Deposit	\$100 \$200	For 3 or more scheduled uses Required for all tournaments/leagues.

**Certificate of Insurance required for all multiple uses (3+) and tournaments/leagues - \$1 million liability, naming "City of San Dimas" as additionally Insured, plus a Policy Endorsement Certificate.**

**SAN DIMAS PARKS AND RECREATION DEPARTMENT  
SPORTSFIELD FEE SCHEDULE**

Attachment G  
current fees

SAN DIMAS YOUTH GROUPS		OTHER GROUPS OR INDIVIDUALS							
		PRACTICES				TOURNAMENT/LEAGUES			
		RESIDENTS		NON-RESIDENTS		RESIDENTS		NON-RESIDENTS	
Day	w/Lights	Day	w/Lights	Day	w/Lights	Day	w/Lights	Day	w/Lights

**Softball**

SPX NW	No charge	\$14.00/ hr	\$5.00/hr	\$20.00/hr	\$10.00/hr	\$26.00/hr	\$10.00/hr	\$26.00/hr	\$25.00/hr	\$44.00/hr
SPX SW	No charge	\$14.00/ hr	\$5.00/hr	\$20.00/hr	\$10.00/hr	\$26.00/hr	\$10.00/hr	\$26.00/hr	\$25.00/hr	\$44.00/hr

**Soccer**

SPX So.	No charge	\$17.00/hr	\$5.00/hr	\$26.00/hr	\$10.00/hr	\$32.00/hr	\$10.00/hr	\$32.00/hr	\$25.00/hr	\$50.00/hr
SPX No.	No charge	\$37.00/hr	\$5.00/hr	\$43.00/hr	\$10.00/hr	\$49.00/hr	\$10.00/hr	\$49.00/hr	\$25.00/hr	\$67.00/hr
HTC Pk	No charge	\$14.00/ hr	\$10.00/h	\$26.00/hr	\$10.00/hr	\$26.00/hr	\$10.00/hr	\$44.00/hr	\$10.00/hr	\$44.00/hr

**Baseball**

SPX Var.	No charge	\$45.00/hr	\$5.00/hr	\$51.00/hr	\$10.00/hr	\$57.00/hr	\$10.00/hr	\$57.00/hr	\$25.00/hr	\$75.00/hr
SPX SE	No charge	\$20.00/hr	\$5.00/hr	\$23.00/hr	\$10.00/hr	\$29.00/hr	\$10.00/hr	\$29.00/hr	\$25.00/hr	\$47.00/hr

**Football**

SPX Prac. Area	No charge	\$7.00/hr	\$5.00/hr	\$13.00/hr	\$10.00/hr	\$19.00/hr				
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**Marchant/Pioneer/Lone Hill Parks - Day use fees apply.**

**TENNIS COURTS/BASKETBALL COURTS**

Rates:

Residents  
Non-residents

Maximum of 4 courts available for rental.  
\$8.00/hr per court (with or without lights)  
\$10.00/hr per court (with or without lights)

**OPTIONAL SERVICES AND EQUIPMENT FOR SPORTSPLEX USE**

Field Preparation	\$30.00/prep
Base Rental	\$10.00/field
Employee on Duty	\$10.00/hr

Required when City programs are not scheduled, bases rented, lights used, or restrooms opened.

Required for all tournaments/leagues.

Charged for total hours reserved.

Cleaning Deposit                      \$100.00

Required for all tournaments/leagues.

***Certificate of Insurance required for all multiple uses and tournaments/leagues - \$1 million liability, naming "City of San Dimas" as additionally Insured.***



# Agenda Item Staff Report

**TO:** Honorable Mayor and Members of City Council  
For the Meeting of November 13, 2012

**FROM:** Blaine Michaelis, City Manager *BM*

**SUBJECT:** Approve Amendment Three to the Joint Powers Agreement – to add Montclair and Pasadena to the Gold Line Phase II JPA

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## **SUMMARY**

*This agenda item is for Gold Line JPA member Cities to approve the addition of Montclair and Pasadena to the Gold Line JPA. April 2011 the JPA Board extended invitations for Montclair, Upland and Rancho Cucamonga to join – Upland and Rancho Cucamonga declined to join at this time.*

*Because of an administrative error Pasadena was not included in the expanded JPA in March 2004. Montclair has completed the steps and action items needed to join the JPA. Montclair will be required to pay the initiation dues of \$31,455 – Pasadena will not. A unanimous vote of all member cities is needed to include the two cities into the JPA.*

*The Gold Line JPA Board also voted to re-institute annual dues of \$3,000 per member city starting fiscal year 2014.*

## **RECOMMENDATION**

Receive brief staff report from staff:

Approve Amendment Three Gold Line Phase II Joint Powers Authority

Attachment: Amendment Three

## AMENDMENT THREE

### Joint Exercise of Powers Agreement

#### Gold Line Phase II Joint Powers Authority

This Amendment Three to the Joint Exercise of Powers Agreement for the Gold Line Phase II Joint Powers Authority ("Amendment Three") is approved and executed by the current members of the Metro Gold Line Phase II Joint Powers Authority ("Joint Powers Authority") as set forth in Exhibit 1-B, attached hereto, and each of which must approve and execute this Amendment Three in order for Amendment Three to be effective.

WITNESSETH:

The Parties hereto agree as follows:

Section 1. Recitals. This Amendment Three is made and entered into with respect to the following facts:

- a. The Joint Powers Authority was formed pursuant to Section 6500 *et seq.* of the Government Code with the goal and intent to cooperate among members in support of the funding, planning, design and construction of the Metro Gold Line Phase II light rail project ("the Gold Line Phase II"); and
- b. The City of Montclair has demonstrated an interest to join the Joint Powers Authority in order to work cooperatively with the Joint Powers Authority and its member cities and agencies to complete the Gold Line Phase II including a possible extension to the City of Ontario; and
- c. The City of Montclair has agreed to pay initial dues and assume other required financial responsibilities as a condition of its membership in the Joint Powers Authority.
- d. The City of Pasadena was a founding member of the Joint Powers Authority and by an administrative error was removed and is at this time re-inserted and not subject to any other provisions stated below; and

Section 2. Initial Dues. The Initial Dues in the amount of Thirty-One Thousand Four Hundred Forty Five Dollars (\$31,455.00) for the City of Montclair shall be due and payable thirty-days (30) after the effective date of membership in the Joint Powers Authority.

Section 3. Terms Remain in Effect. All terms of the Joint Exercise of Powers Agreement for the Gold Line Phase II Joint Powers Authority ("Agreement") that are not deleted or amended by this Amendment Three remain fully in effect and the execution of this Amendment Three by each of the parties hereto signifies approval and acceptance of the Agreement as modified by this Amendment Two.

Section 4. Annual Dues. Section 29c (Annual Dues) of the Agreement is hereby reinstated and after a three-fourths majority vote of the JPA Board Members at its April 14, 2011 Board

Meeting. Annual Dues will be billed at the beginning of the fiscal year commencing fiscal year 2014 (July 1, 2013).

With the increase of activities along the project, it remains integral to the project planning and implementation to keep information and engagement with constituent cities. The forecast budget which includes administrative expenses, fees, legal support, etc. are expected to be approximately \$45,000 annually (\$3,000 per member city) as follows:

<u>Revenues:</u>	
<u>15 Member Cities X \$3,000</u>	<u>\$45,000</u>
Total	\$45,000

<u>Expenses:</u>	
Board Meetings Per Diem	\$18,000
Meetings	\$ 5,000
<u>Legal, Administrative, &amp; Other</u>	<u>\$22,000</u>
Total	\$45,000

Section 5. Effective Dates. The Effective date of this Amendment Three shall be the first date on which each of the current members of the JPA, as listed in Exhibit 1-B, shall have approved and signed this Amendment Three. The effective date of Montclair's membership in the JPA shall be the first date on which each of the current members of the Joint Powers Authority as well as the respective candidate city shall have approved and signed this Amendment Three.

Section 6. Counterparts. This Amendment Three may be executed in several counterparts, and all counterparts so executed shall constitute one Amendment Three, binding on all the parties hereto, notwithstanding that all of the parties are not signatory to the original or same counterpart.

----- signature pages to follow -----

The current members of the JPA have caused this Amendment Three to be executed on their behalf, respectively, as follows:

**City of Arcadia**

By: Robert C. Harbicht, Mayor *Dated*

**City of Azusa**

By: Joseph R. Rocha, Mayor *Dated*

**City of Claremont**

By: Larry Schroeder, Mayor *Dated*

**City of Duarte**

By: John Fasana, Mayor *Dated*

**City of Glendora**

By: Gene Murabito, Mayor *Dated*

**City of Irwindale**

By: David Fuentes, Mayor *Dated*

**City of La Verne**

By: Don Kendrick, Mayor *Dated*

**City of Monrovia**

By: Mary Ann Lutz, Mayor *Dated*

**City of Ontario**

By: Paul Leon, Mayor *Dated*

**City of Pasadena**

By: Bill Bogaard, Mayor *Dated*

**City of Pomona**

By: Elliott Rothman, Mayor *Dated*

**San Bernardino Associated Governments**

By: Brad Mitzelfell, President *Dated*

**City of San Dimas**

By: Curtis W. Morris, Mayor *Dated*

**City of South Pasadena**

By: Michael Cacciotti, Mayor *Dated*

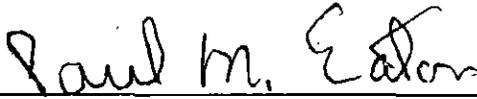
ATTEST

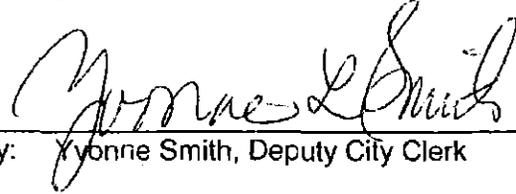
By: Chris Lowe, Clerk of the Board

The authorized representative of the City of Montclair has caused this Amendment Three to be executed on the City of Montclair's behalf, respectively, as follows:

City of Montclair

ATTEST:





By: Paul M. Eaton, Mayor

Dated

By: Yvonne Smith, Deputy City Clerk

**Exhibit 1-B**

Current Members of the Gold Line Phase II Joint Powers Authority

Arcadia

Azusa

Claremont

Duarte

Glendora

Irwindale

La Verne

Monrovia

Ontario

Pasadena

Pomona

San Bernardino Associated Governments (SANBag)

San Dimas

South Pasadena



# Agenda Item Staff Report

**TO:** Honorable Mayor and Members of City Council  
*For the Meeting of November 13, 2012*

**FROM:** Blaine Michaelis, City Manager

**INITIATED BY:** Larry Stevens, Assistant City Manager

**SUBJECT:** Report on the San Gabriel Valley Energy Wise Partnership (SGVEWP)

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## **BACKGROUND**

The San Gabriel Valley Energy Wise Partnership (SGVEWP) is an alliance between the San Gabriel Valley Council of Governments and Southern California Edison to bring energy savings to the San Gabriel Valley through public education and energy efficiency projects. This partnership was coordinated to focus on energy consumption and sustainability. The goals are to capitalize on opportunities that will bring savings by leveraging local government resources in order to lower greenhouse gas emissions and also act as a clearinghouse for energy services.

On October 23, 2012, the city was informed by the San Gabriel Valley Council of Governments that we would be recognized at the San Gabriel Valley Energy Wise Partnership's 2012 Awards Luncheon held on December 12<sup>th</sup> from Noon to 1:30pm at the Hilton Hotel in San Gabriel. The City recently advanced to the Silver Level in the Partnership's Energy Leader Model, which recognizes cities that have demonstrated energy savings and a commitment to energy efficiency.

The San Gabriel Valley Energy Wise Partnership Energy Leader Model is a tiered system whereby cities can receive enhanced rebates from Southern California Edison (SCE) for eligible energy efficiency projects and for energy savings achievements and responsibility. By participating in the SGVEWP, cities automatically qualify as a "Valued Level Partner" whereby they can access SCE's core program incentive rebate for energy savings measures undertaken in city facilities. As cities demonstrate additional energy savings and commitments, they can qualify for enhanced rebates at the silver, gold and platinum levels.

The City had to complete two additional action items to move to the Silver Level in the Model. We were required to complete a curtailment plan where we identified various strategies we would undertake to reduce energy usage during a peak energy event and we also had to enroll one facility in a Demand Response Program. We enrolled City Hall in this program.

This year the San Gabriel Valley Energy Wise Partnership (SGVEWP) will be holding its holiday light exchange at holiday events throughout the San Gabriel Valley. This event will offer our residents that are Southern California Edison customers, the opportunity to exchange an old incandescent holiday light string for a new ultra-efficient holiday light string. Our exchange event will take place on Saturday, December 8<sup>th</sup> during our Holiday Extravaganza.

Respectfully Submitted,

Ann Garcia, Administrative Aide



# Agenda Item Staff Report

**To:** Honorable Mayor and Members of the City Council  
*For the meeting of November 13, 2012*

**From:** Blaine Michaelis, City Manager

**Initiated By:** Theresa Bruns, Director of Parks and Recreation

**Subject:** Walker House Interim Use Plan, Policies and Fee Schedule

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## Summary

Staff has prepared an interim use plan, policies and fee schedule for reserved use of the Walker House.

## **BACKGROUND**

In an effort to effectively utilize the Walker House while the Redevelopment Agency dissolution process continues, staff has prepared rental policies and a fee schedule so that the facility may be utilized on a reservation basis.

With City Council approval of the policy and fees, the Parks and Recreation Department will begin to advertise, and schedule use of the first floor, the patio and the veranda of the Walker House in a manner similar to other community facilities, such as the Community Building, the Senior Citizen/Community Center and the upstairs conference room at the Walker House.

The City currently has in place rental policies and a fee schedule associated with each community space, and policies and fees specific to the Walker House spaces have been developed based on those, as well as the on-going maintenance and operation costs for the facility.

Operation of the first floor, patio and veranda will not affect the current use arrangement on the second floor. The calendar of events will be coordinated so as not to interfere or conflict with the operations of the Historical Society or Festival of Arts. Both organizations will be notified when the building is reserved, and conversely, applicants for use will be made aware of the schedule of activities in the upstairs rooms. There may be increased opportunities for the organizations located upstairs to coordinate their programs with rental use to bring exposure and traffic to their exhibits. It is not an unusual circumstance for a facility to have multiple uses running concurrently.

The facility will be advertised and marketed to accommodate such functions as meetings, lunches, dinners, parties, receptions and special events. Staff will prepare options for how each room may be setup or arranged, with standard room arrangements setup and left in place until such time as an alternate arrangement is requested. Suggested arrangements will be prepared for the patio and veranda as well, however, each user will be required to provide their own furniture for use outside of the house.

The kitchen will be available for use, and will serve as a prep kitchen, a catering service kitchen or a cooking kitchen. Use of the kitchen will be included with rental of the full house, meaning the full first floor and both exterior spaces; the first floor and patio; the first floor and veranda; the full first floor interior; or the patio. The kitchen may be reserved in conjunction with use of the other rooms if it is available. Strict policies will be observed regarding the cleanup and use of the kitchen. Due to the complex operations of a few of the kitchen appliances, it is recommended that some of those will not be available for use. The ice machine, stove, oven, refrigerator, and freezer shall be available for use, but the combi-rational oven, deep fryer and automatic dishwasher will not be available.

City staff will be on site throughout the entire time whenever the facility is rented. Staff will assist as necessary and will have oversight of the event function. This is current practice for all facility rentals. Cleaning and maintenance will be handled as it is at other city facilities, under the direction of the Parks and Recreation Department staff and performed through a combination of staff and contractor duties. Staff and maintenance costs have been considered in the preparation of the fee schedule.

The Parks and Recreation staff will also include the Walker House in their inventory of site locations for events and activities that are planned and supervised by department staff. The upcoming Holiday Extravaganza on Saturday, December 8 is scheduled at the Walker House and Recreation staff will be planning activities for inside as well as outside the house.

Making the facility available by reservation provides an opportunity for the community to utilize a community treasure for private functions, as well as for community events planned by community organizations. Because this is currently viewed as an interim use plan, until a decision is made regarding Redevelopment Agency assets, reservations will only be booked through June, 2013. As time passes and we learn more, adjustments to that timeline may be made, but for now, that will be the calendar limit.

The recommended Walker House Rental Policy and Information Guide is attached as Attachment A, and the recommended Walker House Rental Fee schedule is attached as Attachment B. The updated Community Facilities Rental Fee schedule, Attachment C, is included for comparison purposes. The Walker House floor plan indicating room capacities, as well as a draft promotional brochure are also included as attachments.

## **RECOMMENDATION**

Staff recommends that the City Council adopt the Walker House Rental Policy and Information Guide and Walker House Rental Fee schedule for the rental of the Walker House effective immediately.

### **Attachments:**

- A. Walker House Rental Policy and Information Guide
- B. Walker House Rental Fee Schedule
- C. Community Facilities Rental Fee Schedule – updated
- D. Walker House Floor Plan
- E. Draft Promotional Brochure

City of San Dimas  
Parks & Recreation Department

# Walker House

## Rental Policy and Information Guide

- I. Policy Statement
- II. Purpose of Use Policy
- III. Application for Use
- IV. Rules and Regulations
- V. Use and Service of Alcohol
- VI. Kitchen Use
- VII. Use of Outdoor Space
- VIII. Fees and Permits
- IX. Set Up Arrangements
- X. Liability and Insurance
- XI. Cancellation Policy
- XII. Discrimination by User Groups
- XIII. Lottery Procedure



245 E. Bonita Avenue  
San Dimas, CA

(909) 394-6230

November 13, 2012

**WALKER HOUSE  
RENTAL POLICY GUIDE AND INFORMATION**

**I. POLICY STATEMENT**

- A. The first floor facilities and the second floor conference room at Walker House shall be available for activities which contribute to the best recreational, social, cultural, civic and educational interests of the citizens of San Dimas. Any dispute regarding the “best recreational, social, cultural, civic and educational interests of the citizens of San Dimas” shall be referred to the Director of Parks and Recreation or, if necessary, the City Manager for final determination.

**II. PURPOSE OF USE POLICY**

- A. The purpose of this Use Policy is to assure that the Walker House is operated in a manner that best serves the residents of the City of San Dimas. It is intended to ensure that facility use is granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facility are intended to recoup on-going maintenance and operation costs of the facility.

**III. APPLICATION FOR USE**

- A. Reservations for the use of the Walker House shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation for the following activities without charge, or at a custodial charge, and with preference in the following order:
  - 1. City sponsored or co-sponsored activities.
  - 2. Activities sponsored by other governmental agencies if requested use is during regular City business hours, shall be billed at custodial rate. Facility fees shall be charged for after hours use.
  - 3. Activities sponsored by the Bonita Unified School District, which serves the citizens of San Dimas, shall be billed at custodial rate when reserved by District staff.
- B. Conference Room 212/213 is available for City sponsored activities and to the non-profit tenants of the Walker House at no charge; and available for rental by all others.
- C. Reservations for all other uses shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation at the established rates and on a first come, first served basis.
- D. Non-City sponsored activities may not be scheduled on a recurring basis Fridays through Sundays. A maximum of three dates, Mondays through Thursdays, may be reserved on one reservation.

- E. For the purpose of definition, the following shall prevail:

**RESIDENT USE:** Resident use is defined as use by a San Dimas resident; a business located in the City of San Dimas; a San Dimas based organization whose membership is composed of 51% San Dimas residents (roster may be required); a person who owns and pays taxes on a business or property in San Dimas; or a political campaign directly related to the City of San Dimas.

**PROOF OF RESIDENCY:** Proof of residence in the form of a valid California driver's license or California ID, and current utility bill (water, gas, electric, or copy of lease) bearing the same name and address is required for individuals. Resident business must produce a valid San Dimas business license. A P.O. Box address does not validate proof of residency.

**NON-PROFIT:** Groups and organizations such as service clubs, youth organizations, school student body activities, church groups, PTA groups, booster clubs, etc. A membership roster, Articles of Incorporation and proof of non-profit status (501(c)(3)) may be required as a condition of receiving classification in this category. San Dimas based non-profits are charged the resident non-profit rental rates, and all other non-profits are charged the San Dimas resident rate for facility rental.

**PRIVATE:** Individuals whose use is for a private function which is not open to the general public, or for private enterprise use by a business, i.e. company dances, dinners, exhibits, advertising programs, fashion shows, etc.

#### **IV. RULES AND REGULATIONS**

- A. All City, County, State, and Federal ordinances must be observed.
- B. All persons and organizations requesting use of the Walker House must submit an application for approval.
1. Applications for use by San Dimas residents must be filed at least 15 days and not more than 6 months prior to requested date of use, and 15 days to 3 months for non-residents.
  2. Rental Hours: Facilities may be reserved as early as 8:00 a.m. All activities, including clean up, must cease by 12:00 a.m. Amplified music on the patio must be reduced after 10:00 p.m.
  3. Applications for facility use must be made for a minimum use of 2 hours.
- C. All applicants must present valid California I.D.
1. Applicant must be at least 21 years of age at time of reservation.
  2. Applicant must sign a *Hold Harmless Agreement* and assume all liability for damages and theft of City property. Applicant is held responsible for reimbursing the City of all damaged or missing items.

3. Applicant must be present throughout the entire time of scheduled use and is responsible for proper conduct and ethical control of guests during facility use.
  4. Applicants shall not transfer, assign, or sublet use of facility or apply for use on behalf of another person or organization.
- D. City facilities are not to be used for personal and/or private gain.
- E. Use may be denied and the application rejected for the following reasons:
1. The applicant previously used a Community facility and failed to comply with applicable rules or conditions, or due to damage or lack of cleaning, did not receive full refund of cleaning deposit.
  2. The applicant has twice before cancelled a scheduled event in a Community facility.
- F. Required security/cleaning deposit must accompany the application. Final approval is granted upon payment of balance due. Facility reservations are subject to cancellation if fees are not paid 15 days prior to event.
1. The security/cleaning deposit will be fully refunded by City check made payable to the applicant, and mailed approximately four weeks after the date of the activity under the following conditions: cleaning requirements are met; applicant does not extend the activity beyond the hours specified on application; no damage, theft, or abuse to the building or grounds occurs during the use.
  2. Facilities must be left in a clean and orderly condition. Clean up includes the removal of all decorations, food, rented items, dishes, utensils, debris, etc. Trash must be disposed of in available containers, and the sink disposal flushed.
  3. The deposit refund will be adjusted to reflect costs associated with the repair of damages or abuse, or for the extension of hours beyond those reserved. Violation of any stated rules or regulations may also result in full or partial loss of security/cleaning deposit. A \$25 minimum charge per infraction or violation of facility rules will be imposed and deducted from deposit.
- G. No equipment or furnishings may be removed from inside the building.
- H. The City is not responsible for any lost, stolen or damaged items.
- I. Gambling, use of profane language, or improper conduct will not be permitted and may be grounds for termination of activity and/or loss of deposit.
- J. The City of San Dimas reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
1. A City employee shall be assigned to any activity scheduled in the Walker House. Supervision by Staff is necessary for the public's safety and well-being. Staff

shall have complete authority over the facility being used, all equipment, participants, activities, alcohol service and any security firm(s) on site. The Staff shall have authority to request changes in activities or cessation of activities. Users must comply with these requests and instructions. Staff shall have the authority to deny or terminate the use of the facility if a determination is made by Staff that the use does not conform to the requirements of the use policies and regulations and/or may cause damage to the facility.

2. Failure to comply with the instructions of City employees may be grounds for termination of the activity and/or loss of deposit.
- K. Any damages or any accident must be reported immediately to the employee on duty.
- L. The City has the right to require chaperones and/or security guards at applicant's expense for any function.
- M. Decorations must be of a flameproof material and approved prior to installation.
1. Decorations must be removed immediately at the conclusion of each event. No nails, tacks, staples, tape or other materials considered harmful or defacing to the facility or furnishings will be permitted. Nothing shall be attached to the draperies.
  2. No rice, birdseed, confetti, or other similar items shall be used for decoration or thrown in or around the facility. Balloons must be secured and not released. A fee will be assessed if facility Staff has to retrieve released balloons.
- N. Incense, fog, hazer or smoke use is not permitted at any time. Fire and open flame are strictly prohibited without written approval from the Director of Parks and Recreation. Typical uses of fire and open flame that may be considered for approval include regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed). Request for approval, along with sample candle or open flame device, must be submitted to the Director of Parks and Recreation a minimum of 15 days prior to event.
- O. Sterno heaters for food warming are allowed if heater is placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside any Community facility at all times.
- P. Smoking is not permitted in any City of San Dimas facility or park. Smoking is permitted in the parking lots and on the street.
- Q. Animals are not permitted inside any Community facility except those that serve as aides to physically challenged individuals.
- R. Approval is required at time of application for the service of food or beverages.

## V. USE AND SERVICE OF ALCOHOL

- A. The use of alcohol is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.
1. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.
  2. Use of alcoholic beverages is allowed inside the Walker House, on the Veranda, and in the Patio Area, and must be approved by the Director of Parks and Recreation on a case by case basis in accordance with the following conditions:
    - a. Alcoholic beverages may be served, sold, or consumed only if a meal is served. Hors d'oeuvres, snacks, etc. are not considered a meal.
    - b. Only a person or organization possessing a current, valid license from the Alcohol Beverage Control Board (A.B.C.) may sell or accept donations for alcoholic beverages.
    - c. Non-Profit Organizations may obtain a license to sell alcoholic beverages from the A.B.C. only if the proceeds are going to the Non-Profit organization.
      - i. Such organizations must request verification of facility use from the City, to be provided to A.B.C. when applying for the license.
    - d. Private party rentals must arrange for the A.B.C. license through a licensed caterer. The caterer must have a catering license which enables the caterer to sell alcohol; and must obtain the A.B.C. license allowing for the sale of alcoholic beverages at the reserved facility.
      - i. **NO EXCEPTIONS:** It is illegal for a private party to sell alcohol on their own.
    - e. A copy of the A.B.C. license must be provided to the Parks and Recreation Department at least seven working days prior to the event.
    - f. A copy of the A.B.C. license must be posted in plain public view near the area where the alcohol is being served.
    - g. No one under the age of 21 is permitted to consume alcoholic beverages.
    - h. All alcohol must be distributed from behind a table or a bar by an adult over the age of 21 who is responsible for insuring that no minors are served. The server must also insure that guests are not over-served.

- i. When serving Champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles must not be opened in community rooms.
  - j. No alcoholic beverages may be consumed beyond the veranda or patio except as approved by the Director of Parks and Recreation.
- B. Facility may be reserved for rehearsal or decorating for a two hour minimum on the evening before an approved scheduled event based on availability. Such use may be reserved no sooner than 15 days prior to event.
- C. Additional regulations and specifications may be required in the facility use permit for any event.

## **VI. KITCHEN USE**

- A. Use of the kitchen is included with rental of the following areas: full house, meaning the full first floor and both exterior spaces; the first floor and patio; the first floor and veranda; the first floor interior; or the patio. The kitchen may be reserved in conjunction with the other rooms if it is available.
- B. Applicants utilizing kitchen facilities shall furnish their own dishes, silverware, cooking utensils, towels, soap, etc.
- C. The ice machine, stove, oven, refrigerator, and freezer are available for use. The combination oven, deep fryer and automatic dishwasher are not available for use.
- D. All applicants utilizing kitchen facilities must leave the kitchen in a clean and orderly condition after use.
- E. The City reserves the right to ban caterers or applicants from future use of facilities if they fail to clean the kitchen in accordance with the standards established by the City.
- F. Barbecue grills or outdoor cooking may occur in the designated area with approval at time of application. Pavement under the cooking area must be covered with a plastic tarp and/or cardboard prior to the start of food preparation. Grease spatters and other spills shall be absorbed before removing tarp. All soiled materials shall be properly disposed.

## **VII. USE OF OUTDOOR SPACE**

- A. Applicants may reserve the Patio area or the Veranda in conjunction with or separate from the rental of the Walker House interior space.
  - 1. Applicants reserving the Walker House may request to use the Patio or Veranda for a specified purpose, during specific time frames within the hours of the facility rental; or may reserve the outdoor space independently.
  - 2. Applicant must provide all furniture for use outdoors, as City furniture shall not be taken from inside the facility.

3. All furniture and equipment must be pre-approved and a site plan submitted no later than 15 days prior to event.

## **VIII. FEES AND PERMITS**

- A. Fees will be assessed per the rates listed in the "Walker House Rental Fees" schedule. A holiday surcharge will apply to any reservation scheduled on a holiday and/or the day observed by the City of San Dimas as holiday.
  1. Observed Holidays – Martin Luther King, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day
- B. A penalty fee will be assessed for any hours or portion thereof exceeding the closing time for the facility. That fee shall be assessed at the hourly rate plus fifty percent.
- C. Final approval is granted upon payment of balance. No reservation shall be confirmed until appropriate fees, deposits, permits/ licenses, and insurance are obtained and paid. Facility reservation is subject to automatic cancellation if fees are not paid 15 days prior to scheduled event.

## **IX. SET UP ARRANGEMENTS**

- A. Table and chair arrangements must be submitted at least 15 days prior to scheduled use of facility. Set up diagrams are available based upon the occupancy of each room. Only approved arrangements will be accommodated. Applicant may not remove or change the set up after the facility is occupied with guests. All set up changes must be performed by Staff.
- B. City owned tables and chairs shall not be taken outside of the Walker House, except as approved by the Director of Parks and Recreation.
- C. Applicants must provide their own tables and chairs for outside events, and those must be pre-approved and a site plan submitted no later than 15 days prior to event.
- D. The Walker House is available for walk through by appointment for consideration of rental and establishing set up arrangements.

## **X. LIABILITY AND INSURANCE**

- A. All users of Community facilities shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages.
- B. All user's insurance shall:

1. Name the City of San Dimas, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
  2. Contain no special limitations on the scope of protection afforded to City and City personnel.
  3. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
  4. Shall be "date of occurrence" rather than "claims made" insurance.
  5. Shall apply separately to each insured against the limits of the insurer's liability.
  6. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Risk Manager due to unique circumstances.
  7. The applicant's policy must include a 30-day written cancellation notice.
- C. Certificate of Insurance - The City of San Dimas requires the following information on all certificates and additional insured endorsements:
1. Wording must read exactly, with no exceptions accepted:  
"Additional Insured: City of San Dimas."
  2. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured."
  3. Certificate must be an original. No copies will be accepted.
  4. The Certificate of Insurance must be filed with the City of San Dimas not later than the date of final payment or 15 days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
  5. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.
  6. Indemnification Clause -- To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court

costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

- D. If the applicant is unable to provide adequate insurance, the City of San Dimas, for a fee, will make available Tenant/User insurance coverage.

## **XI. CANCELLATION POLICY**

- A. Applicant may cancel a facility reservation with the following penalties applied:
1. Reservations cancelled 60-90 days prior to scheduled event will receive a refund of fees minus \$50 or one-half of the rental deposit fee, whichever is less.
  2. Reservations cancelled 31-59 days prior to scheduled event will receive a refund of fees minus \$100 or the amount of the rental deposit fee, whichever is less.
  3. Full rental deposit will be retained if reservation is cancelled thirty (30) days or less prior to scheduled event.

## **XII. DISCRIMINATION BY USER GROUPS**

- A. The City of San Dimas shall not rent, lease, or allow use of Community Facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.

## **XIII. LOTTERY PROCEDURE**

- A. If two or more eligible applicants are interested in reserving the Walker House and arrive at the Parks and Recreation Department counter at the same time, then the following lottery procedure will take place:
1. Eligibility of applicants will be verified, and only eligible applicants will be included.
  2. The Parks and Recreation Department employee will write consecutive numbers on pieces of paper, starting with 1 and continuing through the number of parties to be included in the lottery.
  3. The pieces of paper shall be folded so that the numbers are not visible, and then inserted into a container.
  4. One representative of each party shall pick one piece of paper out of the container. The number on that piece of paper establishes the priority of each party.

5. The party holding priority number 1 shall be able to rent the facility for any available and eligible date at that time.
6. Each party shall be taken in turn of their priority, from lowest number to highest, as established by the lottery for any remaining available and eligible dates.

**FAILURE TO COMPLY WITH ALL RULES AND REGULATIONS GOVERNING USE OF CITY OF SAN DIMAS COMMUNITY FACILITIES MAY BE GROUNDS FOR TERMINATION OF ACTIVITY, MAY RESULT IN FORFEITURE OF DEPOSIT AND POSSIBLE BAN FROM FUTURE USE.**

**CITY OF SAN DIMAS  
PARKS AND RECREATION DEPARTMENT**

Attachment B

Recommended

**WALKER HOUSE RENTAL FEES**

	CAPACITY		DEPOSIT			RENTAL RATE/HR		
	Dining	Audience	Res NP	Res	Non-Res	Res NP	Res	Non-Res
<i>Daily 8:00AM-12AM</i>			15 days - 6 mos. In advance		15 days - 3 mos. In advance			
* FULL HOUSE - 1st floor inside + out	194	228	\$300	\$500	\$500	\$175	\$200	\$225
* FIRST FLOOR + PATIO	168	202	\$300	\$500	\$500	\$150	\$175	\$200
* FIRST FLOOR + VERANDA	119	138	\$300	\$500	\$500	\$130	\$155	\$180
* FIRST FLOOR INSIDE	93	112	\$300	\$500	\$500	\$125	\$150	\$175
* 116-DINING ROOM	37	49	\$300	\$500	\$500	\$100	\$125	\$150
* PATIO	75	90	\$100	\$200	\$200	\$50	\$75	\$100
112-CARUTHERS ROOM	20	35	\$100	\$200	\$200	\$50	\$75	\$100
113-PARLOR	12	12	\$100	\$200	\$200	\$25	\$50	\$75
110-WALKER ROOM	8	X	\$100	\$200	\$200	\$25	\$50	\$75
108-GROOMS ROOM	8	8	\$100	\$200	\$200	\$25	\$50	\$75
107-BRIDES ROOM	8	8	\$100	\$200	\$200	\$25	\$50	\$75
VERANDA	26	26	\$100	\$200	\$200	\$25	\$50	\$75
KITCHEN (if available)			\$100	\$100	\$100	\$25	\$25	\$25
CONFERENCE ROOM	25	35						
Daily 8:00am-10:00pm			\$50	\$50	\$50	\$20	\$40	\$50

<b>Bonita Unified School District</b>	<i>Hourly rate for facilities reserved by BUSD personnel</i>	\$22/hr
<b>Holiday Surcharge</b>	<i>Charged for facilities scheduled on a Holiday or day observed by City. Requires approval at time of application.</i>	\$25/hr
<b>Cancellation Service Charge</b>	60-90 days prior	\$50 or 50% deposit - whichever is less
	31-59 days prior	\$100 or full deposit - whichever is less
	30 days or less	Full deposit
<b>Liability Insurance</b>	<i>See Rate Chart on Reverse</i>	

\* Kitchen included in fees

# FACILITY RENTAL

## GENERAL LIABILITY INSURANCE RATES

### 2012

Event	Attendance	Without Alcohol	With Alcohol	After Midnight	
Wedding	1-100	\$84	\$144	\$153	
	Social Gathering	101-150	\$117	\$177	\$186
		151-300	\$117	\$177	\$186
		301-500	\$117	\$177	\$186
Birthday Party	1-100	\$84	\$248	\$267	
	Quinceanera	101-150	\$117	\$339	\$358
Baby Shower		151-300	\$117	\$364	\$386
		301-500	\$117	\$414	\$444
Dances	1-100	\$123	\$248	\$267	
	Reunions	101-150	\$214	\$339	\$358
151-300		\$214	\$364	\$386	
301-500		\$214	\$414	\$444	

**CITY OF SAN DIMAS  
PARKS AND RECREATION DEPARTMENT**

Attachment C

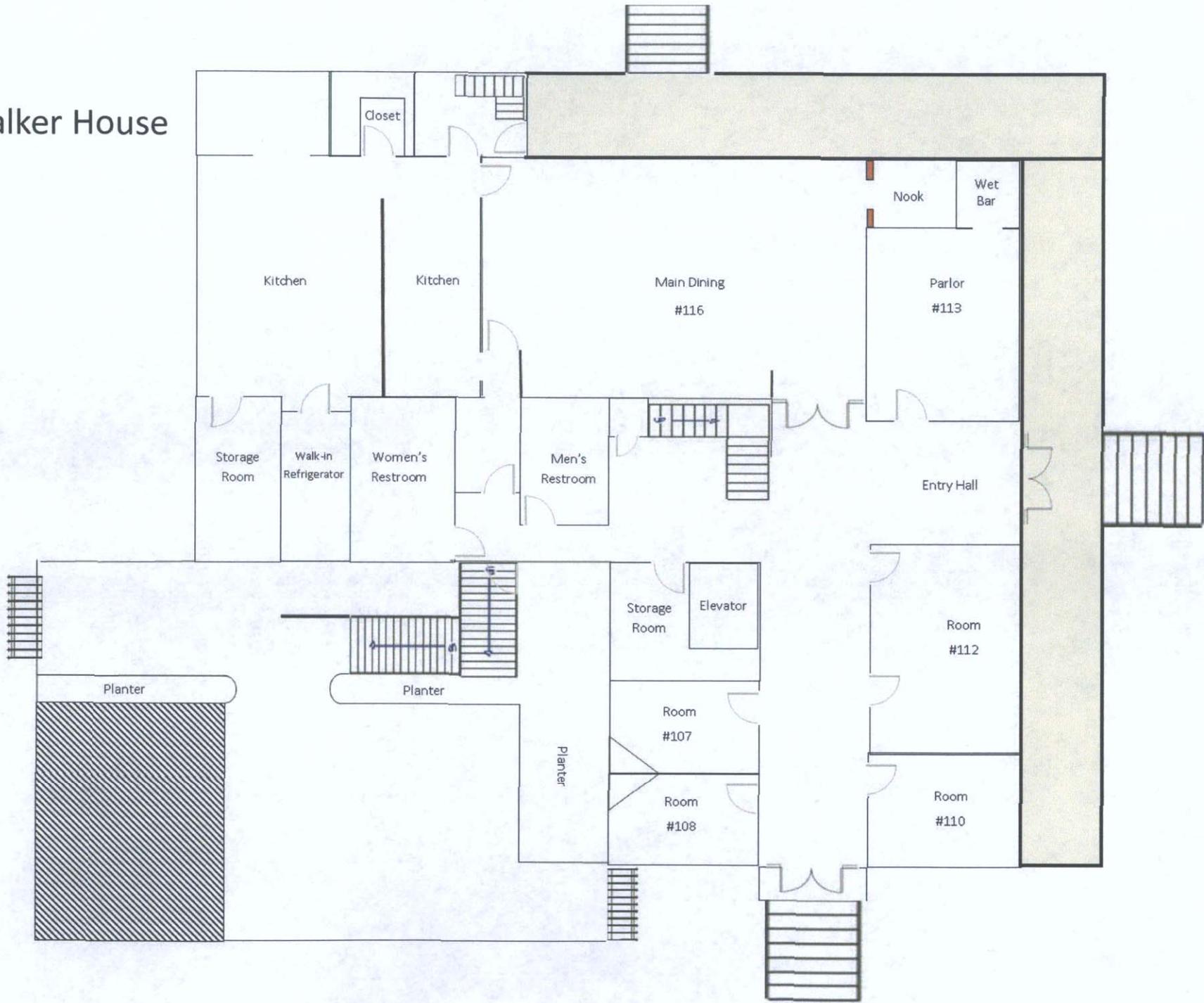
**COMMUNITY FACILITIES RENTAL FEES**

	CAPACITY		DEPOSIT			RENTAL RATE/HR			
	Dining	Audience	Res NP	Res	Non-Res	Res NP	Res	Non-Res	
<b>COMMUNITY BUILDING</b>			15 days - 9 mos. <i>In advance</i>		15 days - 6 mos. <i>In advance</i>				
FULL	350	564	\$300	\$500	\$500	\$100	\$125	\$150	
FRONT 1/2 (new divider)	250	390	\$300	\$500	\$500	\$75	\$100	\$125	
BACK 1/2 (old divider)	152	250	\$300	\$500	\$500	\$75	\$100	\$125	
FRONT 1/3 (old divider)	96	160	\$300	\$500	\$500	\$50	\$75	\$100	
REAR NORTH, SOUTH + MEETING	125	170	\$100	\$200	\$200	\$50	\$75	\$100	
REAR NORTH + SOUTH	60	150	\$100	\$200	\$200	\$30	\$60	\$85	
REAR SOUTH + MEETING	48	75	\$100	\$200	\$200	\$30	\$60	\$85	
REAR NORTH	40	60	\$100	\$200	\$200	\$25	\$50	\$75	
MEETING ROOM	20	30	\$100	\$100	\$100	\$25	\$50	\$75	
CIVIC CENTER PLAZA	approval required		included with full CB rental			incl	\$15	\$30	
<b>SENIOR CITIZEN/ COMMUNITY CENTER</b>			15 days - 6 mos. <i>In advance</i>		15 days - 3 mos. <i>In advance</i>				
MULTIPURPOSE ROOM	120	200	\$300	\$500	\$500	\$75	\$100	\$125	
MEETING ROOM	30	50	\$50	\$100	\$100				
Mon - Fri 8:00am-10:00pm						\$10	\$15	\$30	
Sat-Sun 8:00am-10:00pm						\$25	\$50	\$75	
CONFERENCE ROOM	15	20	\$50	\$50	\$50				
Mon - Fri 8:00am-10:00pm						\$10	\$15	\$30	
Sat-Sun 8:00am-10:00pm						\$25	\$50	\$75	
<b>LADERA SERRA &amp; MARCHANT PARK</b>			15 days - 3 mos. <i>In advance</i>						
LSP & MP RECREATION BLDGS.	75	100	\$100	\$100	x	\$25	\$50	x	
LSP RESTROOM KEY ONLY			\$50	\$50	x	\$10/day	\$10/day	x	
<b>CITY HALL</b>			15 days - 3 mos. <i>In advance</i>			San Dimas Organizations Only			
CITY COUNCIL CHAMBERS		75							
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x	
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x	
COUNCIL CHAMBERS CONF. RM.		40							
Mon - Fri 8:00am-10:00pm			\$100	\$100	x	\$25	\$50	x	
Sat-Sun 8:00am-12:00am			\$100	\$100	x	\$25	\$50	x	
<b>WALKER HOUSE</b>									
CONFERENCE ROOM	25	35							
Daily 8:00am-10:00pm			\$50	\$50	\$50	\$20	\$40	\$50	
<b>COMM EQUESTRIAN ARENA</b>			\$100	\$100	\$100	\$100/day	\$100/day	\$100/day	
<b>Bonita Unified School District</b>	<i>Hourly rate for facilities reserved by BUSD personnel</i>							\$22/hr	
<b>Holiday Surcharge</b>	<i>Charged for facilities scheduled on a Holiday or day observed as Holiday by City. Requires approval at time of application.</i>							\$25/hr	
<b>Cancellation Service Charge</b>	60-90 days prior		\$50 or 50% deposit - whichever is less						
	31-59 days prior		\$100 or full deposit - whichever is less						
	30 days or less		Full deposit						
<b>Liability Insurance</b>	<i>See Rate Chart on Reverse</i>								

# FACILITY RENTAL GENERAL LIABILITY INSURANCE RATES 2012

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# Walker House

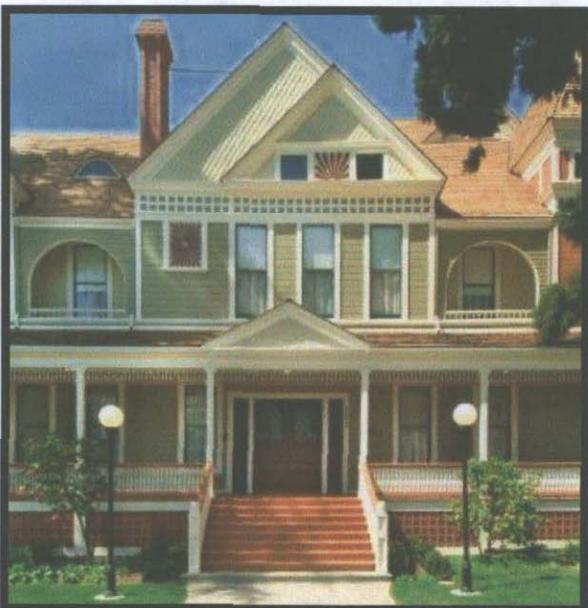


Attachment D

# Walker House

121 N. San Dimas Ave.  
San Dimas, CA

## Rental Information



City of San Dimas  
Parks & Recreation  
Department  
(909) 394-6230

Attachment E



Parks & Recreation Department  
245 East Bonita Ave.  
San Dimas, CA 91773

Fees	DEPOSIT			RENTAL RATE/HR		
	Res NP	Res	Non-Res	Res NP	Res	Non-Res
FULL HOUSE - IN & OUT	\$300	\$500	\$500	\$175	\$200	\$225
FIRST FLOOR + PATIO	\$300	\$500	\$500	\$150	\$175	\$200
FIRST FLOOR + VERANDA	\$300	\$500	\$500	\$130	\$155	\$180
FIRST FLOOR INSIDE	\$300	\$500	\$500	\$125	\$150	\$175
116-DINING ROOM	\$300	\$500	\$500	\$100	\$125	\$150
PATIO	\$100	\$200	\$200	\$50	\$75	\$100
112-CARUTHERS ROOM	\$100	\$200	\$200	\$50	\$75	\$100
113-PARLOR	\$100	\$200	\$200	\$25	\$50	\$75
110-WALKER ROOM	\$100	\$200	\$200	\$25	\$50	\$75
108-GROOMS ROOM	\$100	\$200	\$200	\$25	\$50	\$75
107-BRIDES ROOM	\$100	\$200	\$200	\$25	\$50	\$75
VERANDA	\$100	\$200	\$200	\$25	\$50	\$75
KITCHEN (if available)	\$100	\$100	\$100	\$25	\$25	\$25
CONFERENCE ROOM	\$50	\$50	\$50	\$20	\$40	\$50

**For more information:  
City of San Dimas  
Parks & Recreation  
(909) 394-6230**

\*The complete Rental Policy and Information Guide is available at the City of San Dimas Parks and Recreation Department.

# Walker House

The Walker House may be reserved for private or non-profit functions. The facility is available to residents and non-residents of San Dimas.

## Frequently Asked Questions

**How many people does the Walker House hold?**

	Banquet	Audience
FULL HOUSE –FIRST FLOOR (INSIDE AND OUT)	194	228
FIRST FLOOR + PATIO	168	202
FIRST FLOOR + VERANDA	119	138
FIRST FLOOR INSIDE	93	112
116-DINING ROOM	37	49
PATIO	75	90
112-CARUTHERS ROOM	20	35
113-PARLOR	12	12
110-WALKER ROOM	8	X
108-GROOMS ROOM	8	8
107-BRIDES ROOM	8	8
VERANDA	26	26

**When can I reserve the Walker House for my activity?** Residents- 15 days - 6 months before event  
Non-residents- 15 days - 3 months before event

**How much money do I need to reserve the building?** A \$100-\$500 cleaning /damage deposit must accompany your reservation application. Fee is based upon which room you are reserving.

**When is the balance due?** Facility reservations are subject to cancellation if fees are not paid fifteen days prior to events.

**Can I reserve the building by telephone?**

No. You must call the Parks and Recreation Department to make an appointment to see the facility. After seeing the facility you will come to the Parks and Recreation Department at San Dimas City Hall to complete the paperwork and pay your deposit.

**What do I need to bring with me to reserve the Walker House?** You will need your

California Driver's License and your proof of residency, if appropriate. A utility bill dated within the last 30 days showing your name and address in San Dimas is required if you are a resident.

**How can payment be made?** By cash, check or credit card.

**Does the Walker House have a kitchen?**

The Walker House has a kitchen that is included in the price of your rental if reserving the:

- Full House
- First Floor & Veranda
- First Floor & Patio
- First Floor-inside only
- Dining Room
- Patio

If reserving other rooms there is a \$25 per hour kitchen fee if the kitchen is available.

**Are tables and chairs provided?**

Yes. Tables and chairs are provided for the interior spaces of the Walker House. They are not provided for the exterior spaces. Applicants must provide their own furniture for the exterior spaces.



**Are alcoholic beverages and smoking allowed?** The use of alcoholic beverages is

allowed at the Walker House upon the approval of the Director of Parks and Recreation. A meal must be served if alcohol is served. Alcoholic beverages may be sold only by a person possessing a current, valid license from the Alcohol Beverage Control Board. No one under the age of 21 is permitted to consume alcoholic beverages. Smoking is not permitted in the Walker House, Patio or on the Veranda.

**What hours am I able to use the Walker**

**House?** You may rent the Walker House for use during the hours of 8:00 a.m. until 12:00 a.m. Please note that you pay for each hour you use, including any decorating time and clean-up time. **All activities, including clean-up, must cease by 12:00 a.m.**

**What kind of decorations are allowed?**

Decorations must be of flameproof material. Decorations must be removed immediately after the event. No nails, tacks, staples or other materials considered harmful or defacing to the building or furnishings will be permitted.

**What if I have to cancel my party?**

The following cancellation fees will be charged:  
60-90 days prior- \$50 or 50% deposit - whichever is less  
31-59 days prior-\$100 or full deposit - whichever is less  
30 days or less- Full Deposit