



## CITY OF LA HABRA

### Park Reservations – Form PR01

### Reservation Policy and Guidelines

**PURPOSE:** The purpose of this policy is to guide the use of picnic areas in select parks in the community and to promote orderly and effective use of City parks.

City of La Habra parks and picnic areas have been designed for the enjoyment and use of the community. The intended use of park reservations is to conduct organized birthday parties, family gatherings, picnics, and other similar events for groups (of 50 people or less). **Park reservations - Form PR01** are not intended to be used for fundraisers, special events, commercial uses (where a fee is charged or money is collected), activities that are "open to the public," or events/gathering of more than 50 people.

#### **RESERVATION PROCEDURES**

1. Applications must be submitted to the La Habra Community Center using the City of La Habra **Park Reservations – Form PR01**. Rental fees must be paid at the time the application is submitted. Reservations must be made in person and will not be accepted online, by phone, or through e-mail. Business hours are Monday through Friday, 8:00 A.M. to 5:30 P.M.
2. **Park Reservations – Form PR01** can be submitted up to six months, but not less than ten business days in advance. Any application received within 10 days of the requested date is subject to staff availability and will be charged an additional \$15 service fee. The City will not issue permitted picnic shelter reservations on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter, Independence Day, Memorial Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, or Christmas Day.
3. Applicants must be adults 18 years or older and must complete the Picnic Shelters & Amphitheaters application in its entirety, sign the application, provide proof of residency, sign the guidelines, and reservation permit. Upon approval, the City of La Habra will provide the applicant with a copy of the permit and regulations. The reservation is not confirmed until the applicant receives an approved and signed copy of the permit by authorized representatives of the City. Approved permits may not be transferrable, assigned, or sublet.
4. The Community Services Department designee(s) has the authority and responsibility for approving and denying all reservation requests. A reservation request may be denied for a number of reasons, including, but not limited to:
  1. A permit is already issued for the requested site
  2. The site is scheduled to host a city event or purpose
  3. The event is not in the best interest of the requested site
  4. The inability of the applicant to meet additional requirements set by the Community Services Department (e.g. insurance, business license, catering requirements, etc.)
  5. Applicant's history of misconduct from previous facility or park reservations was such that it is not in the best interest of the City to permit the use of the requested site

## CANCELLATIONS

1. All cancellations, date or site changes, must be submitted in writing thirty (30) calendar days prior to the reservation date. Failure to cancel by this deadline will result in the forfeiture of all reservation fees collected. If the reservation is cancelled prior to the thirty (30) calendar days, all fees and deposits will be refunded minus an administrative fee of \$15.
2. If cancellation is made by the City, notice shall be given as far in advance as possible and a full refund shall be given.
3. The City may waive cancellation fees due to inclement weather or other circumstances beyond the control of the permit holder, but the decision to do so is up to the discretion of the Director of Community Services or his/her/them designee.

## RESERVATION RULES AND REGULATIONS

Reservable Parks	Park Amenities													Allowed		
	Basketball Court	Bathrooms	BBQ	Benches	Drinking Fountains	Fitness Area	Football Field	Hardball Field	Horseshoe Pit	Hydro Station	Picnic Area	Playground	Splash Pad	Stage	Bounce House / Inflatables	Tents / Tent Rentals
Brio Park*		X	X		X	X				X	X	X	X	X	X	X
El Centro-Lions Park	X	X		X	X					X	X	X			X	X
Las Lomas Park		X	X	X	X	X				X	X	X			X	X
Loma Norte Park		X	X	X	X						X	X			X	X
Oeste Park*		X	X	X	X			X			X	X	X		X	X
Portola Park		X		X	X		X				X	X		X	X	X
Vista De Valle Park-Lower		X	X	X	X						X	X			X	X
Vista De Valle Park-Upper				X	X						X				X	X

\*Bounce Houses/Inflatables are not allowed during Splash Pad Operating Days (Approx. Memorial Day weekend to Labor Day weekend, times and dates subject to change)

1. The use of intoxicants of any type, profane language, quarrelling, fighting, or gambling is not permitted.
2. Propane BBQ's are permitted, as long as they are listed on the application. Additional open flames are not permitted.
3. Park facility must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained. Applicant is responsible for the condition that they leave the park facility. In the case of damage that is beyond normal wear, the City of La Habra shall be paid for the damage costs by the applicant.
4. The City of La Habra shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, gender, age, color, creed, marital status, sex, religion, national origin, ancestry, or mental or physical disabled. The City reserves the right to deny any applicant based on security concerns and/or safety concerns.
5. The permit holder must be present during the reservation.

6. Vehicles are prohibited on the park without written approval and vehicle access permits from the Community Services Department. Permits will only be honored for the dates/times listed on the actual permit. Permits must be visible and displayed on the dash board of the permitted vehicle at all times.
7. City park rules must be observed at all times.
8. The City of La Habra does not allow bounce houses/inflatables that include water features, petting zoos, pony rides, laser tag, motorcycle/skateboard ramps, golfing, and trains under the **Park Reservations – Form PR01**.

### **BOUNCE HOUSES/INFLATABLES, TENTS, AND EQUIPMENT**

Bounce Houses and Inflatables are allowed at approved parks and require a park reservation and approved **Park Reservations – Form PR01**.

Vendors must meet the following conditions:

1. Provide a City of La Habra Business License.
2. Provide proof of liability insurance, naming the City of La Habra as additional insured.
3. Provide proof of automobile insurance.
4. Provide a portable generator for the equipment requiring power.
5. Bounce Houses/Inflatables/Tents must be secured properly, on all four corners.
6. Stakes cannot be longer than 18-inch length and 1/2 -inch diameter.
7. Vehicles that need access to the park must request a vehicle permit in advance.
8. Generators must not exceed 60 decibels.
9. Music and PA Systems must be directed towards audience and away from neighboring homes. The City's sound ordinance will be strictly enforced.

For a list of approved vendors, please visit the City of La Habra's website at [lahabracalifornia.gov](http://lahabracalifornia.gov)

# **Park Reservations Fee Schedule**

## **RESIDENT RATES: Monday thru Thursday**

	<b><u>SECURITY DEPOSIT</u></b>	<b><u>RESERVATION FEE</u></b>
Park Reservation	\$150.00	\$9.00
Girls Pavilion (6-Hour Window)	\$200.00	\$100.00

## **RESIDENT RATES: Friday thru Sunday**

	<b><u>SECURITY DEPOSIT</u></b>	<b><u>RESERVATION FEE</u></b>
Park Reservation	\$150.00	\$60.00
Girls Pavilion	\$200.00	\$200.00

## **NON-RESIDENT RATES: Monday thru Thursday**

	<b><u>SECURITY DEPOSIT</u></b>	<b><u>RESERVATION FEE</u></b>
Park Reservation	\$150.00	\$12.00
Girls Pavilion	\$200.00	\$125.00

## **NON-RESIDENT RATES: Friday thru Sunday**

	<b><u>SECURITY DEPOSIT</u></b>	<b><u>RESERVATION FEE</u></b>
Park Reservation	\$150.00	\$80.00
Girls Pavilion	\$200.00	\$100.00

## **ADD-ON FEES & REQUIREMENTS**

	<b><u>ADDITIONAL FEE</u></b>	<b><u>ADD'L REQUIREMENTS/NOTES</u></b>
El Centro Electrical/Water	\$40.00	El Centro Park ONLY
Facility Attendant	\$20.00/Hour	Vista De Valle Upper Assistance
Bounce House/Jumper	\$50.00	See Rules & Regulations
Tent Rental/Chairs/Tables	\$00.00	See Rules & Regulations
Food Truck	\$00.00	OCHCA Permit
Food Vendor/Caterer	\$00.00	OCHCA Permit

## **SECURITY DEPOSITS**

Security deposits shall be refunded if clean-up standards are met and no damage has occurred. Clean-up standards will be determined by a City of La Habra staff member and contracted janitorial service. The Patron will be billed for damages exceeding the deposit. If damage occurs and it is less than the deposit, the difference shall be refunded. Refund checks are mailed approximately two (2) to four (4) weeks after event, credit card deposits are refunded approximately five (5) to seven (7) business days after the event.