



# **CITY COUNCIL**

## **POLICIES AND PROCEDURES**



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The Laguna Niguel City Council Policies and Procedures have been established by the City Council, City Manager, and Department Directors to promote organizational efficiencies and consistency in the delivery of City programs and services. These policies and procedures cover a broad range of topics from those established by the City Council, to general administration, to specific department operations. Policies and procedures are also included that are required by state and/or federal law. In no event are the policies intended to supersede federal, state or local laws, including the Laguna Niguel Municipal Code, or create contractual rights for any employee. The established policies and procedures apply uniformly to all departments and employees of the City of Laguna Niguel.

On occasion, new policies and procedures may be established, and existing policies and procedures may be amended, to reflect the most current goals and business practices of the organization. Each employee is expected to be familiar with and utilize the most current policies and procedures over the course of their daily job duties and responsibilities. The process to establish a new policy, or amend an existing policy, may be found in the Guide to Writing Policies.

These policies do not address every situation that may occur. Any questions or clarifications should be addressed to the Deputy City Manager or applicable Department Director.



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## **MAYOR AND CITY COUNCIL**

### **COUNCIL POLICY**

**Adopted: 11/15/1994**

**Last Revised: 2/20/2024**

The residents and businesses of Laguna Niguel desire a fair, ethical and accountable local government. To achieve this objective, the City has adopted the Council-Manager form of government (Laguna Niguel Municipal Code Section 2-4-1 et seq.) where the City Council sets the policy and the City Manager implements Council policy, runs the daily operation of the City and offers policy advice. City Council deliberations and actions are conducted publicly and openly, unless legally confidential, in an atmosphere of respect and civility. To this end, the City Council has adopted the following policies to encourage public confidence in the integrity of local government and the operations of the City of Laguna Niguel.

#### **A. Guiding Principles of Government**

The City Council of Laguna Niguel is elected by districts but governs as one body for the entire City. As we govern as one, we will abide by the following:

1. The City's budget document will not separate funding into separate districts, but rather it will continue to represent the whole community.
2. City-wide events will continue to be held throughout the City and City Council Members will not request district specific community events.
3. If a City Council Member is approached by a member of the public about an issue/concern that is not in their district, that City Council Member will be responsive and assist that member even though they are not in their district; however, they will inform the City Council Member in the district of the interaction, discussion and/or any action that was taken.

#### **B. Role of City Council Members**

All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes. No one Council Member has more power than any other Council Member, and all should be treated, and treat each other, with equal respect. All Council members should strive for the following:

1. Be a role model of leadership and civility through leading by example
2. Work for the common good, not personal interests
3. Be honest and show integrity at all times
4. Fully participate in City events while demonstrating respect, kindness, positive energy, and courtesy to others
5. Work to improve the quality of life in the community
6. Be responsible and accountable to each other for adherence to the City Council Policies and Procedures

### **C. Election of Mayor and Mayor Pro Tem / Vacancies**

In even-numbered years and pursuant to Government Code Section 36801, the City Council shall, at the City Council meeting at which the declaration of the election results and the installation of newly elected councilmembers occurs, and following those two actions, choose one of its members as Mayor, and one of its members as Mayor Pro Tem. The newly selected Mayor and Mayor Pro Tem's terms of office shall begin immediately after the meeting at which the selection has occurred. In odd-number years, the Mayor and Mayor Pro Tem shall be selected at the second regular meeting in November and the terms of office shall begin immediately after that meeting. Once selected, the terms of office for both Mayor and Mayor Pro Tem shall be for one year or until a successor is elected by the City Council.

### **D. Vacancies, Resignations and Removal**

In accordance with Resolution No. 2017-1226, a majority vote by the City Council may remove the Mayor or Mayor Pro Tem, with or without cause.

In the event that the City Council member holding the office of Mayor resigns or is removed, or vacates his/her office of member of the City Council, the Mayor Pro Tem shall become the Mayor and serve until the City Council selects his/her successor, and the City Council shall select a Mayor Pro Tem to serve until the Council selects his/her successor.

In the event that the City Council member holding the office of Mayor Pro Tem resigns or is removed from that office, or vacates their office of member of the City Council, the City Council shall select a Mayor Pro Tem to serve until the Council selects their successor.

In the event that the offices of Mayor and Mayor Pro Tem become vacant simultaneously for any reason, the City Council shall select successors to those offices.

### **E. Duties and Responsibilities of the Mayor**

The Mayor shall perform the following duties and responsibilities:

1. Serve as Chairman and Presiding Officer at all City Council meetings.
2. Conduct all City Council meetings in accordance with such policies and procedures that may be adopted by the City Council.
3. Execute all ordinances, resolutions, contracts, agreements, and other documents upon proper approval and authorization by the City Council, as required by the Laguna Niguel Municipal Code.
4. Represent the City Council as its voting delegate at meetings of the League of California Cities (State), League of California Cities (Orange County Division), Association of California Cities – Orange County, Orange County City Selection Committee, and other such organizations where the Mayor's representation is required by law or authorized by the City Council.

5. Represent the City Council, upon invitation, at official functions, community events, and other special events.
6. Formally acknowledge and respond to constituent correspondence on behalf of the City Council.
7. Select the seating order on the dais for City Council meetings, with the Mayor always being in the center.
8. Make Council Member assignment nominations to applicable Standing and Ad Hoc City Council Committees, City Commissions and Committees, and Regional Agency Boards. Appointment to such Standing and Ad Hoc City Council Committees, City Commissions and Committees, and Regional Agency Boards requires approval of the majority of the City Council.

**F. Duties and Responsibilities of Mayor Pro Tem**

During any period when the Mayor is absent, unavailable or unable to perform his/her duties and responsibilities, such duties and responsibilities shall be performed by the Mayor Pro Tem.

**G. Representation of City Council at Official Meetings, Functions and Community Events – Order of Succession**

The Mayor shall make a good faith effort to represent the City Council and attend all meetings, functions and community events to which he/she is invited in his/her official City capacity. If unable to attend, the Mayor shall make every effort to arrange for a substitute City representative in accordance with the following order of succession:

1. Mayor Pro Tem
2. Council Members (in order of seniority)
3. City Manager or his/her designee
4. If these individuals are not available, it is up to the City Manager to determine who will represent the City.

**H. Required Trainings and Conflicts of Interest**

In the interest of creating a fair, ethical, and accountable local government and in remaining in compliance with all state and federal laws, the City Council will adhere to the following provisions:

1. Council Members shall complete two (2) hours of state-mandated ethics training to meet the specific requirements of AB 1234. In accordance with state law, CA Government Code 54952, Council Members will complete the training no later than one year from the first day of service with the City. Thereafter, each Council Member shall receive the training once every two years or as prescribed by state law.

2. City Council Members shall complete two (2) hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter or as prescribed by state law.

#### **I. Constituent Correspondence**

On behalf of the City Council, the Mayor shall formally acknowledge and respond to constituent correspondence in accordance with the following general guidelines:

1. To the extent practical, written correspondence addressed to the Mayor and City Council shall be formally acknowledged with an appropriate written response. Copies of such correspondence as deemed necessary, including the City's response, shall be provided to each City Council Member, the City Manager and appropriate Department Directors.
2. Routine complaints and/or requests for service shall be acknowledged and forwarded to the appropriate City Department or public agency for investigation and appropriate action.
3. Correspondence related to issues or topics covered by formally adopted City Council policy or procedures shall be acknowledged and handled in accordance with such policy or procedure.
4. Correspondence related to land use applications, appeals or other matters pending before the City Council shall be generally acknowledged and forwarded to the City Clerk or appropriate City Department for inclusion in the public record.
5. Correspondence related to significant new projects, programs or policies shall be generally acknowledged and forwarded to the City Manager for consideration during City Budget and Work Program discussions.
6. Correspondence related to past City Council actions should be acknowledged with an appropriate explanation of the reason(s) for the past action.
7. The City Manager and/or designated City Department shall assist in providing a timely response to correspondence.
8. Nothing herein shall preclude the Mayor, or any Council Member, from providing a separate individual response to constituent correspondence or corresponding with any person on matters related to City business. A copy of such correspondence shall be provided to each City Council Member and the City Manager.

**J. Use of Official City Correspondence/Communications by City Council Members to Express Individual Positions on Public Policy Issues and Related Matters**

City stationery and City email may be used to express the individual position of the Mayor or a City Council Member. However, such correspondence shall specifically note the position or opinion set forth in the correspondence is solely that of the author and not that of the City or City Council. Such correspondence shall be reviewed by the City Manager, or his/her designee, before distribution to ensure that the correspondence contains the appropriate disclaimer language.

**K. Communication between City Council and Staff**

Open communication is a common characteristic of a successful organization. In accordance with the Council-Manager form of government and best practices, the City Council works through the City Manager to gather information and to discuss ideas. However, from time to time, in the spirit of open communication and good governance, individual Council Members may want to ask questions or discuss current issues directly with Department Directors and/or department staff.

This policy honors and ensures open, ethical and candid communication amongst all levels of government. In no way should this policy be interpreted as an attempt to restrict an open channel of communication between members of the City Council and any level of City staff. This section is aligned with the principles of the council-manager form of government.

While it is acceptable and often appropriate for Council Members to share information with staff members and seek information from them, Council Members shall:

1. Channel communications through the appropriate senior City staff member, preferably the City Manager, or, if unavailable, Department Directors.
2. Be mindful that it is only appropriate to provide direction to the City Manager and staff at City Council meetings in accordance with Laguna Niguel Municipal Code Section 2-4-7.
3. Refrain from using a tone or phrasing an inquiry to staff, either written or verbal, that makes it appear or suggests that some form of action is expected or that a directive is being issued.
4. Avoid using verbal and/or non-verbal cues that insinuate or suggest that providing such information or responding to a Council inquiry could be construed as a special privilege or favor.



5. To avoid raising concerns of misdeeds or questionable motives, Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selection of consultants, processing of development applications, or granting of City licenses and permits except as part of City Council deliberation of a City Council agenda item.
6. Be cognizant that if it appears to a staff member that a Council Member expects some form of action, the staff member will refer the Council Member to the City Manager and advise the City Manager of such request.
7. Recognize that Staff members seeking direction on a particular inquiry from a Council Member will receive direction from the City Manager/Department Director. However, they may approach an individual Council Member for additional information or clarification, as warranted, to provide complete information to the City Manager/Department Director.
8. Keep the City Manager informed of all direct contact with department directors and be aware that staff is responsible for keeping the City Manager informed of communications with Council Members. This enables the City Manager to be aware of such inquiries if follow-up is necessary, as well as to hold staff accountable for implementing Council policies and actions.
9. Direct any advice or suggestions regarding departmental activities to the City Manager/Department Director for appropriate follow-up and response. Council Members should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's supervisor. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
10. All City Staff members should be treated and spoken to with respect.
11. Direction to, or requests of, City Staff are to go through the City Manager.
12. Meetings with City Staff are open to, and with the approval of, the City Manager provided the meetings do not qualify as a meeting of a City body subject to the Brown Act.
13. Members of the City Council shall notify the City Manager or his/her designee when they are unable to attend a City Council Meeting.

#### **L. Relationship with Other Public Agencies**

In the course of their duties as elected officials, Council Members will be asked to serve on Regional Boards, Commissions, and Committees. To ensure the City's best interests and official stances are conveyed, the following shall apply:

1. When a Council Member appears before another government agency or organization, the Council Member shall make it clear (1) whether his or her statement reflects a personal opinion or is the official stance of the City or (2) whether his or her statement is the majority or minority opinion of the legislative body of which he or she is a member. When representing the City, the Council Member shall support and advocate the official City position on an issue, not a personal viewpoint.
2. When representing the City Council, the Council Member's comments should reflect approved City policies. In areas where no policy has yet been developed, the Council Member's comments shall reflect the viewpoint of a majority of the City Council. If the City Council's viewpoint is unclear or not known, the Council Member should be careful not to add personal editorial comments.

#### **M. Media Relations**

Communication with the media is a vital function of local government in order to help disseminate information on City business, programs and services to the public in a timely manner. Because the City Council functions as one body (i.e., acting by a majority vote), it is important that Council Members represent the City's official position. To ensure accurate City communications, the following shall apply:

1. The Mayor is the designated representative of the City Council to speak to the media on official City business. Individual Council Members contacted by the media shall defer to the Mayor unless otherwise agreed in advance of speaking to the media.
2. All comments made to the media shall clearly represent the actions by the majority of the Council as the official City position.
3. Only the City Manager, or his/her designee, can disseminate press releases on behalf of the City. Whether representing the City's position or presenting information on the City's behalf, official City Press Releases shall be drafted by the City Manager or his/her designee. The administration department will distribute the Press Release to the media.

## **N. Representation of City at Meetings and Conferences**

From time to time, City Council Members are required to represent the City, or serve on Executive Committees regarding official City business, at a variety of meetings and/or conferences at the Federal, State or local level, as well as at various professional and trade association programs. Such attendance may include, but is not limited to, City efforts related to Federal and/or State legislation advocacy, testimony before Boards or Commissions on potential actions affecting Laguna Niguel, and other events or programs that benefit the interest of the City. To ensure appropriate City representation by elected officials at these events and programs, the following order of attendance shall be followed:

1. The Mayor who is the designated representative of the City.
2. The Mayor Pro Tem who is the designated alternate representative of the City.
3. A Council Member who is directly participating in the subject matter through appointment to a Board, Committee, or Commission (i.e., League of California Cities Policy Committee).
4. A Council Member in order of seniority
5. An individual as determined by the majority of the City Council.

Attendance at such events is generally limited to no more than two Council Members to avoid any potential conflicts with the Brown Act. This does not apply to general training or membership meetings and conferences, such as the League of California Cities Annual Conference or the Association of California Cities – Orange County monthly programs.

## **O. Agenda Items**

Any two members of the City Council collectively, may request that the City Manager place an item on a City Council agenda for discussion and/or action. The City Manager shall place such item(s) on the agenda and may provide such preliminary staff analysis or commentary that he/she deem appropriate. However, the City Manager shall not allocate substantial staff time or resources to such item(s) without direction received from a majority of the City Council at a regular or special meeting.

### **1. Agenda Item Request – No Staff Report or Documentation Required**

If any two members of the City Council collectively, request an item be listed on the City Council agenda for discussion only and with no staff report, staff research, resolution, or other supporting documents needed to take action on the item, that request shall be provided to the City Manager no later than 10:00

a.m. on the Monday of the week prior to the City Council meeting. In the event the Monday deadline date is a City Holiday, the deadline shall be the prior Friday.

The City Manager shall list the title of the discussion item and identify the two Councilmember's names who made the request in the City Council report section of the agenda.

2. Agenda Item Request – Staff Report and Other Documentation Required

If any two members of the City Council collectively request an item be placed on a City Council agenda for discussion and/or action and that request includes a request that the item is prepared in a form for City Council action, such that the item requires staff analysis, a resolution, or both, that request shall be given to the City Manager no later than 5:00 p.m. on the day that is at least seven (7) City Hall working days prior to the City Council meeting. For example, if a City Council Meeting is scheduled for Tuesday, February 2<sup>nd</sup>, the deadline to submit an agenda item is Friday, January 22<sup>nd</sup>, by 5 p.m.

The staff report will state who made the request to place the item on the agenda.

3. Agenda Item Request – Emergency, Dire Emergency or Urgent Action Item

If an emergency exists, as defined in the Brown Act, such that there is a work stoppage or crippling activity that severely impairs public health, safety, or both, and prompt action is necessary due to the disruption or threatened disruption, or a dire emergency exists, such that there has been a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant, then the discussion of the response to that event permits the majority of the City Council to call an emergency meeting on one-hour notice.

If the item does not qualify as an emergency or dire emergency under the Brown Act sufficient to hold an Emergency Meeting on one-hour notice, but action on the item cannot wait until the next Regular City Council Meeting, then a Special Meeting can be called to address the item if called by the Mayor or by three members of the City Council collectively. Requests for a Special Meeting shall be made no later than two (2) City Hall working days prior to the date and time of the Special Meeting so as to allow City staff time to prepare and distribute an agenda and any associated agenda item materials no later than 24 hours prior to the Special meeting as required by the Brown Act.

Alternatively, if an item comes to the attention of the City after a Regular Meeting agenda has been posted, and there is an immediate need to take action on the item prior to the following Regular Meeting and there is insufficient time to call a Special Meeting under the preceding paragraph to address that item, the item can be added to the agenda by a motion made at the beginning of the Regular Meeting but after the Roll Call and with the affirmative vote of four Councilmembers, and once added, discussion and action on that item can be taken. In that event, the item will be presented with supporting material to the extent reasonably practicable to prepare and present within that limited period of time.

#### **P. Council Meeting Conduct and Decorum**

City Council meetings are the public forum to hear, discuss, deliberate and take action on City related business matters. It is expected that City Council meetings will be conducted in a professional, efficient, fair, ethical, candid and civil manner. Council Members shall adhere to the following:

1. Come to meetings prepared and with all agenda materials reviewed prior to the meeting.
2. Unless it is not possible, contact the City Manager and/or City Attorney with any questions or requests for additional information in advance of the meeting. Staff should be contacted within a sufficient amount of time before the meeting in order to be able to respond and/or conduct additional research that may be needed. Answering a question in advance of the meeting, or allowing staff sufficient time to provide supplemental information at the meeting, will likely allow the City Council to make an appropriate decision at the meeting and avoid a potential delay of City Council actions.
3. To the extent possible, corrections to minutes should be shared with the City Manager or his/her designee before the meeting so that they can be corrected before the City Council approves them.
4. Be particularly attentive to the Brown Act and laws and regulations surrounding open meetings, conflicts of interest and ethical conduct. Contact the City Attorney prior to the meeting with any questions regarding the Brown Act or conflict of interest.
5. Show respect for fellow Council members, the community at large, staff, speaker, members of the media, and the legislative process. Do not publicly ridicule, disparage, or speak ill of others by words, actions, or innuendo, but rather share any criticisms with the City Manager or City Attorney privately. Council Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character, motives, ethics, morals, or comments of others.

6. Council Members must treat others with respect at all times. This means treating fellow Council Members, City employees and the public with courtesy and civility, actively listening, observing the rights of other people, and recognizing the different roles others play in local government decision-making.
7. Honor the role of the Mayor in maintaining order and equal treatment of all Council Members. Allow each Council Member to speak on an item before rebutting or providing additional discussion on a matter.
8. When at the dais, refer to fellow Council Members by title and last name, or title.
9. Publicly share substantive information that may be relevant to a matter under consideration that was received from sources outside the public decision-making processes with the City Manager prior to the City Council meeting. Within the confines of the Brown Act, the City Manager is responsible for sharing information equally with all Council Members who shall work with the City Manager in this regard. Any substantive information or reports created or obtained by Council Members must be shared with the City Manager in advance of the Council meeting with sufficient time for the information to be reviewed and verified.
10. Honor the action of the Council majority. Council policy direction and actions are established by a majority vote. The majority vote binds the Council and staff to a course of action which represents the City's official position on a particular action or issue. Such official position shall be clearly represented in verbal or written communications to the public.
11. The Mayor, Mayor Pro Tem and Council Members must inform the City Clerk of any extended vacation prior to leaving the City, any known upcoming absence from a City Council meeting prior to the date of the meeting, and any known delay to their timely attendance at a City Council meeting prior to the date of the meeting.

**Q. Resolutions of Commendation and Proclamations**

Requests for resolutions of commendation and proclamations shall be handled in accordance with the following guidelines:

1. Copies of requests received from organizations and individuals shall be distributed to the Mayor and each City Council Member as deemed necessary.
2. Any two members of the City Council collectively, may request that the City Manager place a resolution of commendation or proclamation on a City Council agenda for approval.

3. Resolutions of commendation shall be prepared to acknowledge or recognize an individual or group for noteworthy community accomplishments or contributions. Resolutions of commendation shall be prepared for signature by the Mayor and each City Council Member.
4. Proclamations shall be prepared to announce, celebrate or commemorate a significant local, regional, state, national, or international event. Proclamations shall be prepared for signature by the Mayor.
5. When circumstances prevent the timely placement of a resolution or proclamation on a City Council agenda, an appropriate certificate or letter shall be prepared for signature and presentation by the Mayor or Mayor Pro Tem.
6. Department Directors shall receive a certificate of recognition on behalf of a department employee who is being bestowed the honor of recognition for their service to the City.
7. A plaque and/or Resolution of Commendation may be presented as recognition for an outgoing Mayor. A City Tile and Dias name plate may be presented to outgoing Council Members. A Resolution or Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the outgoing Council Member.

#### **R. Use of City Resources**

City resources shall only be used for purposes related to City business. No City resources shall be used for political or personal purposes. For purposes of this policy:

1. "City resources" shall include, but is not limited to: City staff, City letterhead and stationery, email, telephones, copy machines, fax machines, computers, other office equipment, and office supplies and materials.
2. "Political purposes" shall mean: to support or oppose a candidate for any elective office, a recall effort against any elected official, or any initiative, referendum or ballot measure.
3. "Personal purposes" shall include political purposes and any other purpose or activity not directly related to City business.
4. Questions regarding whether a proposed use of City resources is for a purpose related to City business shall be addressed to the City Manager and/or City Attorney. If a City Council Member is dissatisfied with the determination, the matter may be referred to the City Council for a final decision.

5. The Mayor and City Council Members shall not use City copying or fax machines. Copying and faxing services shall be provided by the Executive Secretary or his/her designee.

#### **S. Performance Review of Council Appointees**

Annually, the City Council shall evaluate its appointees, the City Manager and City Attorney. Typically, the performance reviews will be conducted in August of each year and may be conducted more frequently as appropriate. The evaluation procedure is at the will and direction of the City Council and may be modified at any time. In general, the evaluation process should include the following steps:

1. In August of each year, the Mayor will place a closed session item on a City Council agenda and advise the appointees of the date and time of the performance review.
2. The City Manager and City Attorney may prepare a self-assessment, including a report on various City operations, issues and matters pertinent to their respective positions, and submit it to the City Council.
3. The Mayor and Council will meet in closed session to discuss the appointees' performance. The human resources manager may facilitate the completion of one evaluation form that represents the collective opinion of the City Council.
4. Following this discussion, the Council will conduct a closed session evaluation with the appointee to discuss the appointee's performance and future performance goals and objectives for the appointee.
5. If warranted, an agenda item will be placed on a subsequent Regular Meeting agenda to authorize the implementation of a merit increase for the City Manager or increase in the hourly billing rate for the City Attorney.

#### **T. Review of Council Policies**

This Policy shall be automatically reviewed whenever there is a change of membership of the City Council. In addition, any two members of the City Council collectively, may request a review of the policies be placed on a City Council agenda for discussion and/or action at any time. Any amendments to the adopted policies require a majority vote of the City Council.





## **TRAVEL EXPENSE REIMBURSEMENTS**

### **COUNCIL POLICY**

**Adopted: 3/7/2006**

**Last Revised: 4/16/2019**

#### **A. Purpose**

California Government Code Section 53232.2, effective January 1, 2006, requires that any local agency that reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties adopt a written policy specifying the types of occurrences that qualify a member of the legislative body to receive payment and/or reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.

#### **B. Policies**

##### **1. Scope**

The Council adopts this Travel Expense Reimbursement Policy (the "Policy"). This Policy shall apply to members of the City Council, all City appointed officers and employees, all members of City commissions, committees and boards, and contract personnel (which are collectively referred to herein as "City officials" and individually referred to as "City official" or "official").

##### **2. Authorized Expenses**

Expenses for travel, meals, lodging, and other actual and necessary expenses incurred in connection with the following types of activities are authorized expenses. The City shall pay these expenses or reimburse an official for the expenses paid by the official if there is compliance with the requirements of this Policy.

- a. Communicating directly or indirectly with representatives of local, county, regional, state and federal government of City adopted policy positions and/or matters affecting the City
- b. Attending educational conferences and seminars designed to improve an official's expertise and information levels, including, but not limited to, ethics training required pursuant to California Government Code Section 53234
- c. Participating in local, county, regional, state and national organizations whose activities affect the City's interests, such as the League of California Cities and the Southern Association of Governments ("SCAG")

- d. Attending meetings involving City business, including breakfast, lunch and dinner meetings
- e. Attending City sponsored events
- f. Attending events sponsored by other public agencies or community organizations that provide services available to residents of the City

All other expenditures require prior approval by the City Council at a public meeting. Expenses incurred for international travel require prior Council approval.

### **3. Unauthorized Expenses**

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip
- b. Political contributions or events
- c. Family expenses, including expenses for partners and children when accompanying an official on City business
- d. Charitable contributions or events, unless the event has a direct relationship to City business
- e. Personal entertainment expenses that are not part of a professional or educational conference or seminar. Personal entertainment includes theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events
- f. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline
- g. Personal losses incurred while on City business
- h. Alcohol purchases

Any questions regarding the propriety of a particular expense should be resolved before the expense is incurred.

### **4. Expense and Reimbursement Guidelines**

For expenses for travel, meals, lodging and other actual and necessary expenses incurred in connection with the above-listed activities to be paid either directly by the City or to be reimbursed to a City official, there must be compliance with the following guidelines.

In the event that expenses are incurred which exceed these guidelines, the City will only pay for or reimburse an official the amount of the expenses that fall within the guidelines.

a. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs of the official and the most direct and time-efficient route must be used. In the event that a more expensive transportation form or route is used, the City will only pay the cost of the most economical, direct and time-efficient transportation form. Government and group rates offered by a provider of transportation services shall be used when available and when they don't exceed other more economical rates.

Automobile mileage is reimbursable at the Internal Revenue Service rates in effect at the time that the expense is incurred. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, though these are reimbursable. Mileage reimbursement is not available to individuals receiving an automobile allowance.

Reasonable and necessary charges for public transportation, taxi or shuttle service are reimbursable at actual cost.

Rental vehicles may be used during City travel outside of Orange County. Rental vehicles may be used when the efficient conduct of City business precludes the use of other means of transportation, or when car rental is the most economical mode available.

b. Lodging

Actual lodging costs will be paid for or reimbursed when travel on official City business reasonably requires an overnight stay. If such lodging is in connection with a conference or organization educational activity, lodging costs shall not exceed the group rate published by the conference or activity sponsor, provided that the group rate is available at the time of booking. Government and group rates offered by a provider of lodging services shall be used when available.

In the event that government or group rates are not available at the given time or in the given area, the market lodging rate in the area is presumed reasonable and, hence, reimbursable. This rate shall be adjusted annually to reflect changes in the cost of living for Orange County.

Lodging reimbursement is allowed when traveling over 75 miles one way from City Hall or the traveler's residence. Exceptions can be made when traveling under 75 miles one way from City Hall or the traveler's residence when the traveler's attendance is required at any early morning or late evening event, or it is known beforehand that traffic will cause travel to last over a reasonable amount of time.

c. Meals

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. The City will pay the actual cost of the meals. The City will not pay for alcohol/personal bar expenses. Reimbursable meal expenses and associated gratuities will not exceed \$75 per day. This rate shall be adjusted annually to reflect changes in the cost of living for Orange County.

d. Other Expenses

City officials will be reimbursed for actual and reasonable expenses incurred for the following:

- i. Telephone and facsimile expenses incurred on City business. Telephone bills should identify which calls were made on City business
- ii. Parking
- iii. Bridge and toll fees
- iv. Baggage handling fees
- v. Registration and tuition for conferences and seminars.

Expenses for which City officials receive reimbursement from another agency are not reimbursable.

## **5. Expense Report Content and Submission Deadline**

Expense reports must document that each claimed expense meets the requirements of this Policy. Original receipts documenting each expense must accompany the expense report. Receipts for gratuities and tolls under \$5 are not required.

The City Manager shall develop an expense report form. The expense report form must be used for claiming reimbursement.

All expense reports must be submitted within 90 days of the claimed expenses being incurred.

Inability to provide the required documentation in a complete and timely fashion may result in the expense being borne by the official.

Claims for expense reimbursement shall, prior to payment, be reviewed and approved by the City Finance Director and the City Manager. The decision by the City Manager to approve or deny an expense claim shall be final.

## **6. Reports to Governing Board**

As required by Government Code Section 53232.3(d), at the following Council meeting, each Council Member shall briefly report on conferences and meetings attended at City expense. If multiple Council Members attended, a joint report may be made. Members of City commissions, committees and boards, shall report the attendance at conferences and meetings at their following commission, committee or board meeting.

## **7. Public Records**

All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act.

## **8. Violation of this Policy**

Violations of this Policy, including falsifying expense reports, may result in disciplinary action, including, but not limited to the following:

- a. Loss of reimbursement privileges
- b. Restitution to the City



## **CITY GRANTS AND SPONSORSHIPS**

### **COUNCIL POLICY**

**Adopted: 11/14/2018  
Last Revised: 3/1/2022**

The purpose of this policy is to provide guidelines and procedures for the City's Grants and Sponsorships Program. This policy outlines the mission and operating parameters of the program and provides guidance on the application process, qualifications for funding, approval process, and the role of the City/CDBG Grant Sub Committee in this program. All grants and sponsorship funds will be held in reserve until specific funding requests and recommendations are reviewed and approved by the City Council.

### **A. School-Based Activity Sponsorship Requests**

The City may provide sponsorships of school-based activities for special programs and projects not fully funded by other funding sources. The City Council gives preference to sponsorship requests that benefit large groups of students or students who need financial assistance in order to participate in the activity. As part of the annual budget process, the City Council determines the amount of funds each year to support school-based activities as it deems prudent and reasonable. These funds are held in reserve until specific funding requests and recommendations are reviewed and approved by the City Council. Awards are granted on a first come, first serve basis. Each sponsorship program approved by the City Council is designed to serve a specific purpose, meet a community goal, or fill a gap in programs and services available to residents. Typical school-based activity sponsorship requests include Grad Nite, Homework Club and special school-based events and programs that arise during the school year such as Destination Imagination or Robotics competitions.

#### **1. Grad Nite**

Each year, both Aliso Niguel and Dana Hills high schools provide Grad Nite activities for graduating seniors. This event is planned by parents, with no funding from the School District. The event is intended to provide a safe and sober way for teens to celebrate their graduation. The City's contribution helps to keep the cost to the graduating students as low as possible and provides funding for scholarships for those who cannot afford to attend.

The City Council has traditionally granted \$2,000 to 3,500 per year, per school, to the Dana Hills High School Grad Nite Committee and the Aliso Niguel High School Grad Nite Committee. Both committees annually send letters to the City requesting these funds. When the letter is received, a staff report is prepared and placed on a future City Council agenda for City Council consideration of the funding request.

## **2. Homework Club**

Homework Clubs at Niguel Hills Middle School, Aliso Viejo Middle School, Dana Hills High School and Aliso Niguel High School provide after school homework assistance for students. Teachers stay after school to provide this tutorial assistance. The City provides funds to the schools based on the actual cost of payments paid to teachers for participating in this program, in a not to exceed amount determined during the annual City grant process. CUSD provides periodic billing to the City for these services.

## **3. Holiday Parade Band Sponsorship**

Traditionally, each Capistrano Unified School District high school band that participates in the annual holiday parade receives \$1,000. The sponsorship covers the cost of transportation to the parade route, uniform cleaning and miscellaneous instrument repairs. The parade is enhanced by having the bands that provide variety to the parade lineup for the enjoyment of all.

## **4. Special School-Based Events and Programs**

From time to time, various non-profit and school groups approach the City Council for funding for a variety of special programs, activities and projects (i.e., Destination Imagination). These requests are generally placed on a City Council agenda, with a presentation from the requesting organization. The Council generally grants these requests, with sponsorships usually ranging from \$750 - \$1,500. Funding is provided for these requests each year through the annual budget process.

## **B. Community Services and Cultural Arts Grants**

The Laguna Niguel City Council recognizes the importance of the many human service, cultural and emergency assistance programs and organizations that serve community residents. As part of the annual budget process, the City Council appropriates funds as it deems prudent and reasonable to award grants to non-profit community service organizations.

### **1. Policy**

- a. Organizations must provide services in Laguna Niguel for City residents, and/or provide services for students attending schools that serve City residents.
- b. Organizations must have a current non-profit status to be considered for funding.
- c. Grants shall not be available to organizations who intend to directly or indirectly act as a conduit to provide the grant funding to other organizations. Grants to organizations that are primarily philanthropic in nature, i.e., those who fundraise on behalf of

other organizations, shall be considered restricted grants to be used solely for the purposes for which the grant was made. Exceptions may be granted if the organizations can demonstrate that grant funds will be used by the requesting organization for a specific project benefiting Laguna Niguel residents.

- d. Requests for funding for capital improvements and ongoing operation, and maintenance activities shall generally not be awarded. Exceptions may be granted at the discretion of the City Council.
- e. Applications may be submitted at any time prior to the annual submission deadline. Late applications will be held over to the next funding period.

## **2. Procedures**

- a. The City Council shall appoint two of its members to serve on the City/CDBG Grant Sub Committee. This Sub Committee reviews all applications and funding requests and presents its recommendations to the full City Council.
- b. Following adoption of the annual City budget and meeting of the Sub Committee, the
- c. City Council shall consider the Sub Committee recommendations and approve final grant awards.

## **C. Community Special Events Grants**

The City Council recognizes the importance of community-wide special events that bring various cultural and recreational opportunities to the City. As part of the annual budget, the City Council shall appropriate funds as it deems prudent and reasonable to award grants to charitable and non-profit organizations that wish to offer special events for the benefit of the community.

### **1. Policy**

- a. Organizations must be a charitable or non-profit organization to be eligible for funding.
- b. The event must be a major community event primarily for the benefit of Laguna Niguel residents.
- c. The number of events funded under this program shall be limited to three per fiscal year.



- d. Events will be considered for funding on a first come, first serve basis.
- e. No more than \$5,000 per fiscal year shall be awarded for any event.
- f. Funding shall first be used to offset the costs of City-incurred expenses, such as Police and Public Works costs. Remaining funds may be used to defray other event related expenses.
- g. Upon being awarded funding, an organization shall provide insurance certificate naming the City of Laguna Niguel as additionally insured.
- h. If the event includes the service of alcohol, awardee shall comply with all applicable laws and regulations.

## **2. Procedures**

- a. A completed application form must be submitted to the City prior to consideration for funding.
- b. The City/CDBG Grant Sub Committee shall review all applications and present its recommendations to the City Council.
- c. The City Council shall consider the Sub Committee recommendations and approve final grant rewards.



## **CITY COMMISSIONS AND COMMITTEES**

### **COUNCIL POLICY**

**Adopted: 5/15/2007**

**Last Revised: 3/1/2022**

The City of Laguna Niguel has a number of Commissions and Committees whose members are appointed by the City Council on an annual basis. The purpose of this policy is to establish consistent practices related to soliciting applications, interviewing candidates that desire to be considered for a City Commission or Committee position, and establishing norms and structures related to Committees and Commissions.

#### **A. Military Support Committee**

On April 3, 2007, the City Council adopted Resolution No. 2007-877 establishing the Laguna Niguel Military Support Committee. Municipal Code Section 2-3-3 indicates that it is the City Council policy that no person shall be a member of more than one Commission, Board or Committee, except in extraordinary circumstances. Due to the unique nature, role and member makeup of the Military Support Committee, the City Council has waived this policy for persons seeking to serve on the Military Support Committee.

#### **B. Late Applications**

1. Late applications for City Commissions and Committees will not be accepted.
2. The City Clerk's office will respectfully decline to accept late applications for City Commissions and Committees.

#### **C. Extension of Application Period**

At the conclusion of the application period, if the number of applicants for each City Commission, Board or Committee is less than the number of vacancies, the application period will be extended until the number of applications equals the number of vacancies.

#### **D. Videoconference Interviews/Waiver of Interviews**

The City Clerk's office schedules appointments for interviews with the City Council and notifies applicants of their interview date and time. If an applicant is not available to attend an interview at their scheduled interview time, the following options will be provided:

1. An interview may take place via telephone, Skype/Zoom, or similar videoconferencing mechanisms at the time scheduled for the applicant's interview for the following extenuating circumstances:
  - a. Illness

- b. Illness of a family member
  - c. Death in the family
  - d. Being out of the area
- 2. The City Clerk's office will accept a written request for an interview waiver by incumbents only for the following extenuating circumstances:
  - a. Illness
  - b. Illness of a family member
  - c. Death in the family
  - d. Being out of the area

**E. Commission and Committees Formation**

The City Council may establish, by ordinance or resolution, a Commission or Committee as they deem necessary and may determine the duties and responsibilities of such Commission/Committee. All Commissions/Committees are subject to the Commission/Committees' respective Articles set forth in Title 2, Division 3 of the City's Municipal Code. Ad Hoc Committees comprised solely of City Council Members are not subject to Title 2, Division 3 of the City's Municipal Code as outlined in Ordinance No. 2019-198.

**F. Preparation of Commission/Committee Correspondences**

Any official correspondence deemed necessary by a City Commission/Committee shall be presented by the department assigned as staff to that Commission/Committee and shall be reviewed by the department head or his/her designee prior to transmittal. Regular City letterhead shall be used for such correspondence.

**G. Appointment of Committee and Commission Members**

Appointment of all Commission and Committee Members shall be made by the City Council as outlined in their respective Articles set forth in Title 2, Division 3 of the City's Municipal Code. To ensure a fair and ethical selection process, the following shall apply:

- 1. No member of a Commission or Committee shall, at the time of appointment or during the term of office, hold a position or office in another entity or organization which creates a conflict of interest with respect to the member's service on the Commission/Committee.
- 2. All appointments shall take place following the provisions set forth in the Brown Act.
- 3. The City Council shall vote on all appointments and seats on each Commission and Committee as outlined in Title 2, Division 3, Article 3 of the City's Municipal Code.
- 4. The appointment of all Commission and Committee Members shall align with the City's adopted Ordinance on Conflicts and Favoritism.



# **GATEWAY PYLON SIGNS BUSINESS IDENTIFICATION POLICY**

**COUNCIL POLICY**  
**Adopted: 4/16/2019**  
**Last Revised: 3/1/2022**

The City Council has previously approved the Laguna Niguel Gateway Master Sign & Way-Finding Program which provides for the phased implementation of new sign elements within the Specific Plan area. As part of that effort, installation of two pylon signs along the I-5 freeway was completed in August of 2018. This policy establishes criteria and procedures for inclusion of businesses identified on City pylon signs.

## **A. General**

Installed City signage includes two 63-foot-high freeway-oriented double-sided pylon signs. The signs are located at the AT&T and Laguna Niguel GMC Cadillac sites, along the east side of Camino Capistrano abutting I-5, at the north and south ends of the Gateway area respectively. The pylon signs are intended to further positive branding of the City, provide attraction to businesses within the Gateway area, and provide direction to visitors. As such, the pylon signs include the City name, Gateway logo, freeway exit direction, and up to six panels per side for potential Gateway business identification.

## **B. Business Identification Panel Design**

To promote maximum visibility and continuity, the following guidelines shall apply to the design of business identification signage:

- **Text Specifications and Location:** Text size and colors shall be consistent with City Council approved specifications. Text shall be centered on the respective panel. One line of copy should be used unless two are necessary due to the length of the business name.
- **Font Style and Logos:** To ensure readability and continuity, the use of brand specific logos and specialized fonts is prohibited.

## **C. Business Identification Criteria**

The names of all businesses and center within the Gateway area are eligible for inclusion on the pylon signs. However, given that sign space is limited, the following criteria shall be considered in prioritizing business identification requests:

- Conforming commercial/public use under the Gateway Specific Plan
- Tax revenue generation
- Commercial/public use of regional interest
- Freeway-oriented food and gas uses
- Lack of visibility from major rights-of-way

#### **D. Requests for Business Identification Installation/Removal**

Requests for business identification installation or removal from City pylon signs shall be submitted in writing to the Community Development Department for concept review.

#### **E. Business Identification Installation**

Upon City approval of business identification in-concept, the Public Works Department shall coordinate final sign design and installation, ***with all related costs to be borne by the business owner***. Prior to sign installation, the business owner shall sign off on the sign plans indicating approval of the sign plans as presented.

#### **F. Fee**

Inclusion of business identification on City pylon signs is a significant part of the City's Gateway economic development effort. Therefore, no initial approval or annual fee shall be required in connection with business identification.

#### **G. Business Identification Removal**

Business identification sign copy displayed on pylon signs shall be assessed every two years by the City's Community Development Department. A business name shall be removed as soon as feasible under the following conditions:

- The business owner requests removal
- The business is no longer located within the Gateway area
- The business had moved lower on the criteria prioritization list, and there are more candidates than spots
- As recommended by the Community Development Director as part of the City's biennial sign copy assessment

#### **H. Pole Sign Removal**

As entitlement conditions of approval tied to removal of former freeway-oriented pole signs, the following businesses shall be provided the opportunity for identification on one or both of the City pylon signs:

- Laguna Niguel GMC Cadillac-GMC (PC Reso. No. 12-17)
- Arco, ampm, CNG (Amd. No. 2 to SP 00-11)
- Camino Capistrano Business Center – American Tire Depot & O'Shea Brewing Company (PC Reso. No. 11-11)



## **INVOCATIONS AT CITY COUNCIL MEETINGS**

### **COUNCIL POLICY**

**Adopted: 2002**

**Last Revised: 4/16/2019**

In 1993, the City Council adopted the practice of invocations being given at City Council meetings. In 2002, the City Council adopted the “Guidelines for Invocations at Laguna Niguel Council Meetings”. The Guidelines were amended in 2011 to remove previous restrictions on the content of invocations.

In *Marsh v. Chambers*, 463 U.S. 783 (1983), the United States Supreme Court held that legislative prayers (invocations) given at public meetings, such as city councils, do not violate the prohibition on the establishment of religion contained in the First Amendment to the United States Constitution. In that case, the Supreme Court specifically stated that the content of invocations is not of concern to judges where there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief.

#### **A. Guidelines**

The Council has established the following guidelines related to invocations at City Council meetings.

1. Invocations should not proselytize, advance or disparage any religion or belief.
2. Invocations should not extol the attributes of any specific religion or belief, or attempt to convince the listeners to subscribe to any specific religion or belief.
3. The time limit for an invocation is three minutes.
4. Presenters should be sensitive to the issues on the agenda for the particular meeting and the emotional concerns of those in attendance.



## **CITY REVIEW AND RESPONSES TO ORANGE COUNTY GRAND JURY REPORTS**

**COUNCIL POLICY**  
**Adopted: 10/17/2006**  
**Last Revised: 4/16/2019**

From time-to-time, the Orange County Grand Jury issues reports on local government operations and issues. Depending on the subject matter of the reports, certain public agencies and/or public officials may be required to respond to specific findings and/or recommendations made by the Grand Jury. The City Council has established the following Policy regarding City responses to Grand Jury findings and recommendations.

### **A. Policy**

1. Upon receipt of a Grand Jury Report requiring a City Response to Findings and/or Recommendations, a copy of the Grand Jury Report shall be provided to each City Council Member and the City Manager.
2. The City Manager shall provide a copy of the Grand Jury Report to any department director or City employee whose assistance may be necessary to prepare the City's Draft Response.
3. The City Manager shall prepare a Draft Response to the Findings and/or Recommendations and place the Draft Response on a City Council meeting agenda. The Draft Response shall be presented to the City Council in a timely manner to permit City Council review, modifications and approval.
4. Based on the City Council's review and direction, the City Manager shall prepare and submit the City's Final Response to the Orange County Grand Jury. The City's Final Response may be signed by the Mayor or City Manager, unless the Grand Jury has requested a response from another City official or employee.



## **GOVERNMENT ACCESS CHANNEL LAGUNA NIGUEL TV**

### **COUNCIL POLICY**

**Adopted: 11/5/2013**

**Last Revised: 3/1/2022**

The purpose of this policy is to provide guidelines and procedures for the operation and programming of the City of Laguna Niguel's Government Access Cable Channel - Laguna Niguel TV. The policy outlines the mission and operating parameters of Laguna Niguel TV and provides guidance on programming selection, restrictions on programming, minimum technical standards, and operating procedures.

### **A. Introduction**

Laguna Niguel TV is a 24-hour Government Access Channel programmed and operated by the City of Laguna Niguel under the direction of the City Manager or his/her designee. Laguna Niguel TV is restricted to use by the City of Laguna Niguel and is not available for use by the general public.

Through the Cox Communications Franchise Agreement, Laguna Niguel TV is carried on the basic tier of service. A digital copy of Laguna Niguel TV is also carried on Cox Communications Digital Cable Channel 853. In addition, Laguna Niguel TV is also carried on AT&T U-Verse Channel 99 utilizing the designation "LNTV City Programming." All references to Laguna Niguel TV throughout the remainder of this document include reference to Cox Digital Cable Channel 853 and AT&T U-Verse Channel 99.

### **B. Objectives of Municipal Programming**

1. To make public proceedings and events more accessible to Laguna Niguel residents by providing live, gavel-to-gavel coverage of City Council meetings, other selected public meetings, and events of general community interest as designated by the City Manager.
2. To share public information on City topics such as emergency preparedness, water quality, public safety, City projects, and other important public information.
3. To widen dissemination of information on City services, activities and events, and to expand community awareness of local government and its decision-making processes.



4. To promote community events through the Digital Community Bulletin Board that are conducted by non-profit organizations and sponsored or supported by the City of Laguna Niguel.
5. To provide outside programming that is informative to Laguna Niguel residents.

### **C. Channel Designation**

The City of Laguna Niguel's Government Access Channel shall be known as Laguna Niguel TV and will operate on Cox Communications Cable Channel 853. A digital copy of Laguna Niguel TV will air on Cox Communications Digital Cable Channel 853. In addition, Laguna Niguel TV will operate on AT&T's U-Verse Channel 99.

### **D. Programming Types Defined**

The following different forms of programming may be telecast on Laguna Niguel TV provided such programming meets all the requirements of this Policy Statement:

#### **1. Live Cablecast**

Live coverage will be provided, generally consisting of City Council meetings and events of general community interest as designated by the City Manager.

#### **2. Tape Delayed Cablecast**

Public meetings and events may be recorded for cablecasting at a later time.

#### **3. City Produced Programming**

Programs may be produced by City staff to illustrate the function or operations of City government. These programs could either be live or delayed cablecasts.

#### **4. Outside Resource Programs**

Programs produced and distributed by Federal, State or Local government agencies and programs about local community events produced and distributed by non-profit organizations when the event is sponsored or supported by the City. Non-profit organizations must provide a non-profit identification number and a copy of the non-profit certification. The copy will be placed on file at Laguna Niguel City Hall.

#### **5. Digital Community Bulletin Board**

The Community Digital Bulletin Board may be used by federal, state and local government agencies to display messages. Non-profit organizations may also submit messages to be displayed on the Digital Community Bulletin Board in

order to publicize local community events that are sponsored or supported by the City. Written bulletin board submissions must be provided to the City Manager or his/her designee at least two weeks in advance of the event or start of service.

## **E. Programming Policy**

There will be no public access programming permitted on Laguna Niguel TV. Laguna Niguel TV is the City's cable television station. All content on Laguna Niguel TV is subject to review and approval by the City Manager or his/her designee in accordance with this Policy. The City, by allowing the broadcast of programs and the display of messages on the Digital Community Bulletin Board by other government agencies and certain nonprofit organization, is not a public forum. The City of Laguna Niguel reserves the right to refuse to broadcast any program or any information submitted for display on Laguna Niguel TV that does not meet the requirements of this Policy.

### **1. Public Meetings**

Public meetings of the City Council are authorized for cablecast. Meetings of Laguna Niguel Commissions or Committees may be cablecast as authorized by the City Manager.

### **2. City Produced Information Programming**

All City departments may submit programming requests for the government access channel. Any such requests are subject to review and will be accepted as budget and staffing allows. Only programs consistent with this Policy will be cablecast. City departments must verify in writing that they have obtained authorization to use any copyrighted material.

### **3. Pre-produced Recordings**

Pre-produced recordings by federal, state or local government agencies and pre-produced recordings about local community events sponsored or supported by the City and submitted by non-profit organizations may be accepted for cablecast as programming space allows. All pre-produced recordings must comply with this Policy.

### **4. Digital Community Bulletin Board**

The Digital Community Bulletin Board is defined as a text and graphics electronic message board used to display messages that are of public interest or publicize a local community event. The Digital Community Bulletin Board may be used by Federal, State and Local government agencies to display

messages. Non-profit organizations may submit messages for display on the Digital Community Bulletin Board to publicize local community events that are sponsored or supported by the City. Messages submitted shall be consistent with the intent of this Policy Statement.

The appropriateness of messages will be reviewed for consistency with this Policy Statement and messages may be edited accordingly.

Information for display on the Digital Community Bulletin Board must be submitted in writing on the approved form available on the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org) or at the front reception counter of City Hall. Messages for special events should include the following:

- Organization Name
- Event
- Date of Event
- Time of Event
- Location of Event
- Fee
- Contact name and daytime telephone number
- Website (if applicable)

Anticipated airing of a request will be two weeks after receipt. Messages will be accepted on a first come, first served basis and aired as space allows. Messages will be removed the day after the scheduled event. The City of Laguna Niguel reserves the right to decline any request that does not fall within this Policy Statement.

User priority for the Laguna Niguel TV Digital Community Bulletin Board is established to provide the most equitable use of available space in the event that heavy demand results in space limitation. The order of priority for messages on the Digital Bulletin Board is as follows:

- a. Time-dated or essential City of Laguna Niguel information as determined by the City Manager or designee. Non-essential or standing information may be removed in the event of space limitation, and will be reinstated when space permits.
- b. Non-profit organizations conducting events within the City limits that are sponsored or supported by the City.

- c. Non-profit organizations conducting events outside of the City limits that are sponsored or supported by the City.

## **5. Copyright Restrictions**

Programs containing copyrighted materials will not be cablecast without proper copyright authorization. Organizations submitting copyrighted material for cablecast are responsible for obtaining and providing all necessary copyright clearances and permissions in writing to the City of Laguna Niguel, prior to airing. Organizations submitting programming for cablecast shall defend indemnify and hold the City, its officers and agents, harmless in any case of any alleged copyright infringement.

## **F. Editing Policy**

1. Cablecast of City of Laguna Niguel public meetings will not be edited or subjected to editorial comment. Meeting coverage will be from gavel to gavel.
2. Programming prepared by or provided by individual City departments will be modified or edited as necessary to comply with this Policy Statement.
3. Information programmed into the Digital Community Bulletin Board may be edited to improve clarity.
4. The City of Laguna Niguel, its officers, employees and agents, shall not warrant the accuracy of any information cablecast over Laguna Niguel TV.

## **G. Omissions and Errors**

Should human or technical error result in the cablecast of incorrect information over Laguna Niguel TV, the City will issue a correction or retraction as necessary. The City of Laguna Niguel, its officers and agents, shall not be liable for the inaccuracy of the information.

## **H. Restricted Programming**

Laguna Niguel TV is under the authority of the City of Laguna Niguel. The City of Laguna Niguel recognizes the programming content restrictions imposed on Laguna Niguel TV by the Federal Communications Commission, by prevailing community standards, and by applicable federal, state and local laws. Laguna Niguel TV will not telecast:

**1. Public Access Programming**

Laguna Niguel TV is a government access channel and does not accept programming submissions from the general public.

**2. Political Programming and Individual Statements**

Laguna Niguel TV will not be utilized for the direct or indirect promotion of any elected official or candidate.

Request for access to Laguna Niguel TV for the purpose of advocating a personal view point or policy will be denied.

Specific advertising messages on behalf of or opposing any political candidate or any direct advocacy messages, including specific promotional messages, on behalf of or opposing any ballot measure, proposition, initiative, recall or referendum shall not be permitted.

Candidates for elected office shall not be shown on Laguna Niguel TV, from the date the Registrar of Voters certifies them as a qualified candidate until after the election, except as a participant at a public meeting or at a City sponsored or supported event, such as the Mayor's State of the City address.

Laguna Niguel TV is exempt from providing equal opportunities to a candidate under section 76.205 of the Rules and Regulations of the Federal Communications Commission (FCC) for time incumbents spend on the channel when performing the routine duties of their position. This includes participation at regular and special sessions of the City Council, other public meetings and genuine news events.

**3. Commercials**

There will be no commercial advertising or other information that promotes the sale of any product or service offered, except for promotional announcements for City sponsored or supported events.

**4. Lotteries**

Advertising or other information concerning any lottery, gift enterprise or similar promotion is prohibited.

**5. Defamatory Material**

Any material that includes or constitutes libel, slander, invasion of privacy, violations or infringements of trademarks or copyrights, obscene, or salacious material shall not be permitted.

**6. Indecent of Obscene Content**

There will be no presentation of programming content that is indecent, obscene or illegal.

**7. Promotion of the Sale of Alcohol, Tobacco or Drugs**

Programs that promote the sale or use of alcohol, tobacco, or drugs will not be permitted.

**8. Legal Violations**

Any material which violates applicable federal, state or local laws will not be permitted.

**I. Use of City Programming and Equipment**

All programming produced by the City, its officers and agents, will become property of the City. Programs produced by contract agents of the City will be the property of the City and will not be sold or commercially distributed without the written permission of the City.

Use of City-owned equipment and related production facilities will be restricted to City use and operation by City employees, officers or approved agents of the City. Loaning of equipment for personal use will not be permitted or authorized.

**J. Programming Acquisition and Exchange**

Liaison and exchange with other local governments involved in programming and cablecasting will be established and maintained. Cooperative arrangements and agreements with local educational programmers, broadcasters, cable companies and other production groups may be established for efficient operations and communications in the community.

**K. Retention of Recorded Events and Programs**

The City Clerk's office will keep cablecast master videotapes of City Council meetings for a minimum of two (2) years. The meeting tapes are not the official record of the meeting. Videotapes and DVD's may be recycled after being maintained for the minimum amount of time.

Programming produced and cablecast will be kept as long as deemed necessary by the City. Raw, stock footage of events will be maintained solely at the discretion of the City.

Programming accepted for cablecast from other sources may be retained for repeat cablecasting at the discretion of the City unless other arrangements are

made in writing. Upon request, videotapes will be returned to the owner/producer after the final cablecast. Unreturned tapes may be recycled for other programming.

**L. Duplication**

Duplication of City produced meetings can be purchased from the City Clerk. Other City produced tapes may be made available for purchase.

**M. Use of Municipal Channel During Emergencies**

Government use of Laguna Niguel TV during emergencies and disasters declared by the City Manager of the City of Laguna Niguel, or his/her designee, has absolute priority over other programming. During such emergencies or disasters, Laguna Niguel TV shall be permitted to accept live, taped, character-generated and audio information from other governmental or non-governmental entities when such announcements are deemed by the City or other appropriate governmental entity to provide important public information pertaining to the emergency, disaster or other scenario that requires protection of the health, safety and welfare of the public.



**POSTING OF CAMPAIGN CONTRIBUTION  
AND EXPENDITURE REPORTS  
ON CITY'S WEBSITE**

**COUNCIL POLICY**  
**Adopted: 4/18/2006**  
**Last Revised: 4/16/2019**

The posting of campaign contribution and expenditure reports for all candidates of local elective office provides an important information service to local voters. Making such information available on the City's website also provides openness and transparency to the local election process. On April 18, 2006, the City Council adopted a policy to make campaign contribution and expenditure reports for City Council elections available on the City's website, commencing with the November 7, 2006 election. On May 2, 2006, the City Council adopted Resolution No. 2006-840 memorializing that policy.

**A. Policy**

The following policy has been established regarding posting of campaign contributions and expenditure reports on the City's website:

1. Campaign contribution and expenditure reports for elections to City Council shall be posted on the City's website, commencing with the November 7, 2006 City election, and shall apply to all subsequent City Council elections.
2. All campaign contribution and expenditure reports filed with the City of Laguna Niguel in conjunction with City Council elections, including but not limited to statements of organization, reports disclosing campaign contributions and expenditures, reports disclosing independent expenditures, and candidate intention statements shall be posted on the City's website.
3. All reports filed by candidates for City Council, and all reports filed by Council Members for years in which they are not candidates for election to the City Council shall be posted on the City's website.
4. All reports filed by existing Council Members, including reports for the elections at which they were elected or reelected to the City Council shall be posted on the City's website.
5. The address of campaign contributors shall be redacted from the reports posted on the City's website.



The City Manager and City Clerk are responsible for implementing and administering this policy.

Attachment:

A. Resolution No. 2006-840

**RESOLUTION NO. 2006-840**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAGUNA NIGUEL, CALIFORNIA,  
ADOPTING A POLICY OF POSTING  
CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS  
ON THE CITY'S WEB SITE**

**WHEREAS**, the City Council, at its regular meeting of April 18, 2006, unanimously, on a vote of 5 to 0, adopted a policy of posting campaign contribution and expenditure reports for City Council elections on the City's web site, commencing with the November 7, 2006, City Council election; and

**WHEREAS**, posting the campaign contribution and expenditure reports on the City's web site will further the openness and transparency in City government by making the information on these reports more readily available to members of the public; and

**WHEREAS**, it has been requested that the policy decision made by the City Council at its April 18, 2006, meeting be reflected in a resolution adopted by the City Council.

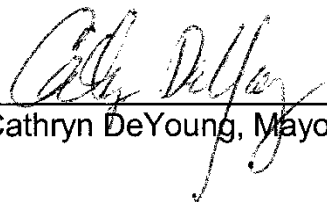
**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Laguna Niguel as follows:

1. The City Council hereby adopts the following policy.
  - a. Campaign contribution and expenditure reports for elections to City Council shall be posted on the City's web site, commencing with the November 7, 2006, City election.
  - b. This policy applies to all campaign contribution and expenditure reports filed with the City of Laguna Niguel in conjunction with City Council elections, including, but not limited to statements of organization, reports disclosing campaign contributions and expenditures, reports disclosing independent expenditures, and candidate intention statements.
  - c. This policy applies to the November 7, 2006, City Council election and all subsequent City Council elections.
  - d. The policy applies to all reports filed by candidates for City Council and to all reports filed by Council Members for years in which they are not candidates for election to the City Council.
  - e. All reports filed for existing Council Members, including reports for

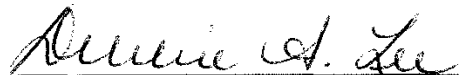
the elections at which they were elected or reelected to the City Council, shall be posted on the City's web site.

- f. The address of campaign contributors shall be redacted from the reports posted on the web site.
- 2. The City Manager and the City Clerk are directed to implement this policy as soon as possible.

**PASSED, APPROVED AND ADOPTED** this 2nd day of May, 2006.

  
\_\_\_\_\_  
Cathryn DeYoung, Mayor

ATTEST:

  
\_\_\_\_\_  
Debbie A. Lee, CMC City Clerk



## **LAGUNA NIGUEL LAPEL PINS**

**COUNCIL POLICY**  
**Adopted: 4/1/1993**  
**Last Revised: 4/16/2019**

### **A. Policy**

The City Council has established the following policies regarding the distribution of Laguna Niguel Lapel Pins.

1. Lapel pins shall be presented by the City Councils to members of each City board, commission, and committee upon appointment.
2. Lapel pins shall be presented by the City Council to each county, state and federal legislative representative upon election.
3. Lapel pins shall be presented by the City Council to each full-time and non-seasonal part-time City employee upon appointment.
4. Lapel pins may be presented, at the discretion of the City Council, to visiting government officials, dignitaries and special guests as a gesture of community goodwill and friendship (i.e., elected or appointed officials from other districts, states or countries).
5. Lapel pins may be presented, at the discretion of the City Council, to Laguna Niguel residents, groups or organizations that officially represent the community at out-of-town events, ceremonies or competitions (i.e., Mrs. USA, Academic Decathlon, Little League World Series).
6. The City Council shall designate the Mayor and/or other Council Member(s) or their respective designee to officially present the lapel pin(s) to the applicable recipient(s) on behalf of the Laguna Niguel City Council.



## **SOCIAL MEDIA POLICY**

**COUNCIL POLICY**  
**Adopted: 3/1/2022**

The City of Laguna Niguel utilizes social media sites to post matters of public interest regarding City and community programs, activities, news stories and photos, and to provide members of the public with a platform to engage with the City of Laguna Niguel. The City's social media sites are not the primary method of communication with the City, and any questions, notices or requests for City services must be made via official communication methods identified on the City's website, or by traditional methods of notification recognized by the City.

### **A. Purpose**

The Social Media Policy ("Policy") serves to establish the appropriate use of online social media sites, (including, but not limited, to Facebook, Twitter, Instagram, and Nextdoor), for City related communication, business, and marketing, as well as guidelines related to social media commenting.

### **B. Scope**

The City Council adopts this Social Media Policy. This Policy shall apply to members of the City Council, all City appointed officers, employees, all members of City commissions, committees, contract personnel, and members of the public, as is appropriate.

### **C. Social Media Use by Members of City Council and City Commissions and Committees**

This Policy is intended to help members of the City Council and members of City Commissions and Committees (hereinafter referred to as "Members" and individually referred to as "Member") address issues related to their use of social media in connection with their activities as public officials of the City while complying with legal requirements and limitations that arise from their membership on the City Council or on a City Commission or Committee.

1. By adopting this Policy, it is not the City's intention to unnecessarily restrict the ability of a Member to have a personal online presence or mandate what they shall or shall not say. At the same time, this Policy is intended to help guide Members to comply with legal restrictions imposed by California laws, and specifically the Brown Act, that regulate the communications of Members of the City Council, City Commissions, or City Committees.

2. Two or more Members shall not discuss or respond to posts on social media sites relating to a topic within the subject matter jurisdiction of the City Council, Commission, or Committee. To comply with this requirement, Members shall follow these guidelines:
  - a. Except as provided in Paragraph “b” below, and for compliance with amendments to the Brown Act related to social media posting (Government Code Section 54952.2 (b)(3)(A), two or more Members of the same body (City Council, Commission, or Committee) shall not post or respond to a post that has been made, posted or shared with any other member of the same body on the same subject within the jurisdiction of that body. If the post has not been made or shared with any other members of the same body, then less than a quorum of the body may respond to the post. If a Member notices that another Member of the same body has already made, posted or shared information about a matter of City business before that body prior to postings on that topic, the Member shall not provide his or her own post on that same topic or respond with “like” or similar responses that convey a viewpoint about another post or posts on that same site and on the same topic. Similarly, if the post was not made by or shared by a member of the same body, then less than a quorum of the members of the body may respond to the post.
  - b. Notwithstanding the limitations of Paragraph “a” above, any Member may respond to any post from a person who is not a Member of the same body by merely acknowledging that he or has read it, or by providing basic factual information or a referral to documents if that information has already been provided to the Member at a prior meeting of the body or if the information is publicly available on the City’s website or in City Hall. In addition, any Member may respond to a post by providing a referral to the responsible City staff person or persons who may provide information on the subject or by forwarding or otherwise transmitting the post or the connects thereof to City staff for purposes of suggesting a City response to the post. If a Member is asked why only two Members have responded to posts and other Members have not, any Member may post a response that explains that this Policy and the Brown Act precludes additional Members from posting on the same topic.
  - c. When posting a response on social media, Members should be mindful that other Members may read his or her post. For this same reason, posts by a Member on the same topic should not be forwarded to other Members of the same body.

- d. When matters are pending before the City Council or before a Commission, or Committee, Members of that body shall refrain from sharing viewpoints or facts on social media that have not already been shared at a meeting of that body, and particularly prior to a decision to be made by the City Council, Commission, or Committee.
3. Members should avoid communications on their personal social media accounts that may be construed as official City Business. Members should limit their personal social media accounts to personal relationships but then also refrain from posting about City activities, cross-posting between personal and official accounts, sharing their official positions, and communicating with constituents on their personal social media accounts.
  - a. If a Members uses a personal social media account, the Member should be careful not to inadvertently include references to issues within the subject matter jurisdiction of their respective body of the City Council, Commission, or Committee.
4. If a Member uses a personal social media account, or a social media account owned by a third party such as his or her employer, the Member may be asked by City staff to provide copies of the Member's social media posts that relate to matters of City business. The Member shall only be required to provide copies of the Member's social media posts to City staff when those posts are sought by a member of the public in a request for public records and only when those posts are within, or potentially within, the scope of the request for public records. When requested by City staff, the Member is required to forward those requested posts to City staff within the time periods specified by City staff. Any questions about the City's policy and practices for responding to public records requests should be directed to the City Clerk, City Manager, or City Attorney.
5. All posts by Members that relate to matters of City business shall, to the extent the Member has the ability to control the retention of their posts, be retained for two (2) years unless otherwise provided in the City's Record Retention Policy. Copies of the Records Retention Policy may be obtained from the City Clerk.
6. Members should avoid sharing facts, opinions, or viewpoints on quasi-judicial matters that are presented to the body on which the Member serves (City Council, Commission, or Committee) through social media posts or responses to posts before, during or after the public hearing on the matter. A "quasi-judicial" matter is, for example, an application or request for a variance, CUP, or other type of

decision in which the City Council, Commission, or Committee must base its decision on whether the application or pending matter satisfies criteria or meets required findings or approval.

7. City-established and managed social media sites shall not be used by Members for campaigning for office, to advocate for or against ballot measures, or for personal purposes.
8. Members shall not use City-sponsored or managed social media sites to conduct activities related to their own businesses.

#### **D. Comment Guidelines**

The City of Laguna Niguel welcomes engagement, discussion and questions, and seeks to maintain an online community that is civil and appropriate for all ages. Comments posted to a City's social media site by a Member, or by a member of the general public, will be monitored to ensure that they adhere to the guidelines stated below.

1. The City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting which cannot be removed in a timely manner.
2. Comments made by members of the public on any City social media sites are the opinion of the commenter only, and publication of a comment does not imply endorsement of, or agreement by, the City of Laguna Niguel, nor do such comments necessarily reflect the opinions or policies of the City of Laguna Niguel.
3. The City reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law. Any articles, messages, posts, comments, images, videos or other content containing, but not limited to, any of the following, shall not be allowed and may be removed as soon as possible:
  - a. Comments not related to the original topic or containing random or unintelligible information.
  - b. Profane, obscene, violent, or sexual content.
  - c. Comments which promote or foster discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.



- d. Threats to any individual or organization.
- e. Comments in support of, or in opposition to, any political candidate, campaign, ballot measure, or proposition.
- f. Advertisement or solicitation of business for any service or product.
- g. Encouragement of illegal activity.
- h. Information that may compromise the safety, health, or security of the public or public systems.
- i. Content that violates a legal ownership right or interest.

All social media sites that the City participates with are owned and operated by third party entities not affiliated with the City of Laguna Niguel. The City of Laguna Niguel does not endorse any link or advertisements placed on social media platform by the social media site or its vendors or partners.

Any comments or content posted or submitted on a City social media site or personal identifying information for the page's users and visitors may be public records subject to disclosure pursuant to GC 6250 et. Seq. Public disclosure requests must be directed to the City Clerk's Office.



## **BANKING POLICY AND MONITORING PROGRAM**

**COUNCIL POLICY**

**Adopted: 2/4/1997**

**Last Revised: 4/16/2019**

### **A. Purpose**

The purpose of the City's Banking Policy and Monitoring Program is to provide guidelines and procedures for monitoring and evaluating the financial condition and performance of commercial banks with which the City conducts business.

### **B. Policy**

It is the policy of the City of Laguna Niguel to conduct business and maintain public agency accounts only with commercial banks which meet FDIC mandated capital ratio requirements for all national and state member banks.

### **C. Objectives**

The objectives of the Banking Policy and Monitoring Program are for City Staff to:

1. Protect public funds by conducting business and maintaining public agency accounts only with commercial banks which meet FDIC mandated capital ratio requirements.
2. Periodically obtain and review public information related to the financial condition and performance of the City's bank(s).
3. Monitor and evaluate performance of the City's bank(s) over time to identify early warning signs or problematic trends.
4. Promptly report to the City Council, and to the Investment, Banking and Audit Committee, the financial trends or conditions which might warrant a change of banking relationships.

### **D. Monitoring Program and Procedures**

The Monitoring Program for the City's bank(s) shall include, but not be limited to, the following administrative procedures and practices:

1. Obtain copy of Call Reports (Consolidated Reports of Condition and Income) upon their submission to the Federal Financial Institutions Examination Council (Quarterly).

2. Obtain copy of Local Agency Securities Report from banks and third-party custodians to confirm compliance with public agency deposit collateralization requirements (Quarterly).
3. Inquire if bank is subject to any Regulatory Agreement, Memorandum of Understanding (MOU), Cease and Desist Order, or Prompt Corrective Action Notice from State or Federal regulatory agencies, and obtain copies (Annually).
4. Subscribe to an independent bank rating service (i.e., Sheshunoff, Bauer, Veribanc).
5. Monitor and track trends in the four (4) key Capital Ratios used by the FDIC regulators: Total Risk-Based Capital Ratio (total capital to total risk-based assets), Tier 1 Risk-Based Capital Ratio (tier 1 capital to total risk-based assets), Common Equity Tier 1 Capital Ratio (common equity tier 1 capital to total risk-based assets) and Tier 1 Leverage Ratio (tier 1 capital to average total assets) (Quarterly).
6. Monitor and track trends in loan delinquencies (delinquent loans to net worth and delinquent loans to all loans) and charge offs (net YTD charge offs annualized to loans) reported in the quarterly Call Reports (Quarterly).
7. Review each company's 10-K annual report for the *Reports of Independent Registered Public Accounting Firm* noting any material weaknesses in internal control over financial reporting (Annually).

#### **E. Reporting Requirements**

The reporting requirements under this Monitoring Program shall include, but not be limited to, the following:

1. Provide Summary Report and Comparative History of Key Ratios and/or most current Independent Bank Rating Services report to Investment, Banking and Audit Committee as part of regular agenda. The Agenda shall include copies of *Schedule 28 RC-R –Regulatory Capital* from the Call Report.

2. Immediately advise the City Council, and the Investment, Banking and Audit Committee, if bank(s) fails to meet the Federal regulatory requirements for the “Adequately Capitalized” category.
3. Promptly advise the City Council, and the Investment, Banking and Audit Committee, of other financial trends or conditions that might warrant a change of banking relationships.

**F. Delegation of Authority**

The City Manager, or his/her designee, shall be responsible for performing the duties and responsibilities set forth in this Banking Policy and Monitoring Program.



## FINANCIAL RESERVES POLICY

### COUNCIL POLICY

Adopted: 7/6/2004

Last Adopted: 6/4/2024

**A.** Fiscal stability is an important factor for all cities. Sound financial management includes the practice and discipline of maintaining adequate reserve funds for known and unknown contingencies. Such contingencies and occurrences include, but are not limited to:

- Cash flow requirements
- Economic uncertainties including downturns in the local, state or national economy
- Local emergencies and natural disasters
- Loss of major revenue source
- Unanticipated operating or capital expenditures
- Uninsured losses
- Tax refunds
- Future capital projects
- Vehicle and equipment replacement
- Capital asset and infrastructure repair and replacement

The establishment of prudent financial reserve policies is important to ensure the long-term financial health of the City.

### **B. Applicability**

This policy will apply to the City General Fund.

### **C. Reserve Target**

The City will maintain a minimum reserve equal to 50% of annual General Fund operating expenditures. At least 50% of the minimum reserve balance will be designated as the reserve for Financial and Economic Uncertainty.

### **D. Reserve for Financial and Economic Uncertainty**

The City will maintain a Reserve for Financial and Economic Uncertainty equal to \$15 million. City Council approval shall be required before expending any portion of the Reserve for Financial and Economic Uncertainty. Unforeseen circumstances that may require an expenditure of such amounts include, but are not limited to natural disasters, unforeseen deficiencies of a major revenue source, or unexpected operating or capital expenditures.

If any circumstances noted above occur, and the Reserve for Financial and Economic Certainty falls below the City Council policy designated level, all excess Unassigned fund balance in future years shall first be used to replenish the Reserve for Financial and Economic Uncertainty until it reaches the policy designated level. The City Council shall replenish the Reserve for Financial and Economic Uncertainty prior to expending unassigned fund balance for other purposes.

**E. Reserve for Compensable Accrued Unused Vacation and Sick Leave**

The City will maintain a Reserve for Compensable Accrued Unused Vacation and Sick Leave based on estimated long-term liabilities on June 30 of each fiscal year.

**F. Reserve for Other Post-Employment Benefits**

The City will maintain a Reserve for Other Post-Employment Benefits (OPEB) equal to 50% of the OPEB liability on June 30 of each fiscal year.

**G. Reserve for Unfunded Pension Liability**

The City will fund a Reserve for Unfunded Pension Liability, in the form of a Section 115 Pension Trust. The City will maintain a \$2 million target in this reserve; any excess funds will be considered as part of the annual budget process.

If the City's Unfunded Pension Liability is or becomes fully funded, as part of the annual budget process, the City will consider drawing down the Section 115 Pension Trust funds below the \$2 million target for authorized pension expenditures.

**H. Reserve for Infrastructure Replacement and Deferred Maintenance**

The City will maintain a Reserve for Infrastructure Replacement and Deferred Maintenance. After allocating General Fund balance to the Reserve for Financial and Economic Uncertainty and City Council designated projects and purposes, any remaining fund balance shall be apportioned to the Reserve for Infrastructure Replacement and Deferred Maintenance.

**I. City Council Designation of Reserves**

The City Council may designate portions of General Fund unreserved fund balance for future capital projects, continuing or carry-over appropriations from

prior fiscal years for operating or capital expenditures, or any other municipal purpose that the City Council deems prudent or necessary.

**J. Annual Adjustment of Reserve Levels**

Reserve levels will be adjusted annually in accordance with this policy. Reserve levels will be set at the end of each fiscal year in conjunction with the preparation of the City annual audited financial statements.

**K. Annual Review of Policy**

The City Council shall annually review the Financial Reserve Policy, and consider such changes, if any, that it deems appropriate. Such review shall occur in conjunction with the review and adoption of the annual City Budget and Capital Improvement Program.

**L. Comprehensive Annual Financial Report**

In accordance with generally accepted accounting principles and practices, all classifications of General Fund balance will appear in the Notes to Financial Statements of the Comprehensive Annual Financial Report and be classified in accordance with GASB 54.



## CITY INVESTMENT POLICY

**COUNCIL POLICY**  
**Adopted: 12/5/1995**  
**Last Approval: 6/4/2024**

### **A. Purpose**

The purpose of the City's Investment Policy is to provide guidelines and limitations for the responsible management of the City's funds that are available for investment.

### **B. Scope**

This investment policy applies to all financial assets of the City, including all cash and investments accounted for in the following funds:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Internal Service Funds
- Trust and Agency Funds
- Debt Services Funds
- Any new fund created by the City Council

### **C. Policy**

It is the policy of the City of Laguna Niguel to invest public funds in a manner which will provide the maximum security of principal consistent with a market rate of return while meeting the cash flow needs of the City and conforming to all applicable State and City statutes governing the investment of public funds. Every effort will be made to match investment maturities to cash flow needs.

### **D. Objectives**

The primary objectives, in priority order, of the City of Laguna Niguel's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
2. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.



- 3. Return on Investment:** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio. The average return on the State Treasurer's Local Agency Investment Fund shall be considered the City's benchmark for conservative investment transactions, and shall constitute the performance standard for the City portfolio's rate of return.

**E. Prudence**

The standard of prudence to be used in the investment function shall be the "prudent investor standard", as defined in Government Code Section 53600.3, which states: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

**F. Delegation of Authority**

The City Treasurer is designated as the investment officer of the City, and is responsible for investment management decisions and activities. All investment transactions shall be authorized by the City Treasurer. This annual delegation of authority is subject to renewal by the City Council pursuant to Government Code Section 53607.

**G. Authorized Investments and Limitations**

Investment or deposit of City funds shall be governed by Government Code Sections 53600 and 53630 et. seq., and shall be further limited to the following authorized investments and instruments:

**1. United States Treasury Bills, Notes and Bonds**

Maximum Amount: No limit

Maximum Maturity: A maximum of \$10 million may be invested for up to ten

years from date of purchase; otherwise five years from date of purchase

**2. Direct Obligation Federal Agency Securities or United States Government-Sponsored Enterprise Obligations** (allowable under Government Code Section 53601(f))

Securities of the following Federal agencies/Government-Sponsored Enterprises (GSE's) are permitted investments: Federal Home Loan Bank, Federal Farm Credit Bank, Federal National Mortgage Association and Federal Home Loan Mortgage Corporation.

Maximum Amount: 60%

Maximum Maturity: Five years from date of purchase

Maximum Issuer Limit: 25%

**3. State of California Local Agency Investment Fund**

The Local Agency Investment Fund (LAIF) is a voluntary investment alternative for California's local governments and special districts authorized by the California Government Code. The LAIF is managed by the State Treasurer's Office with oversight by the Local Agency Investment Board.

All securities in LAIF are purchased under the authority of Government Code Sections 16430 and 16480.8. The State Treasurer's Office purchases all securities on a delivery versus payment basis using a third-party custodian. All investments are purchased at market, and market valuation is conducted monthly.

The LAIF is part of the State Treasurer's Pooled Money Investment Account (PMIA). The PMIA Investment Policy is guided by the goals of: (1) Portfolio safety/diversification; (2) Liquidity; and (3) Yield.

Maximum Amount Allowed: \$40 million or 55% of the City's total investment portfolio, whichever is less.

**4. Collateralized or Insured Money Market Accounts and Demand Deposits with City's Primary Banks**

Maximum Amount: No limit

Maximum Maturity: Not applicable

## **5. Insured Certificates of Deposit**

The City may invest funds in FDIC insured certificates of deposit issued directly by banks or savings and loans chartered by the federal or California government. The City may also place funds directly with a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity to assist in the placement of certificates of deposit as authorized by California Government Code Section 53601.8.

Maximum Amount: 30%

Maximum Maturity Value per Institution for investments maturing is \$250,000 or the lesser of the current FDIC insured limit.

Maximum Maturity: Five years from date of purchase

## **6. Money Market Mutual Funds**

Investment in money market mutual funds shall be limited to investments in U.S. Treasury Securities only.

Maximum Amount: 20%

Maximum per Investment: 10%

## **7. Orange County Investment Pool**

As provided for in California Government Code Section 53684, the local agency may invest excess funds which are not required for immediate use. The Orange County Investment Pool (OCIP) is a pooled fund managed by the Orange County Treasurer pursuant to California Government Code Section 53601 and 53635 with oversight from the County's Treasury Oversight Committee. All securities in the OCIP are held by a third party custodian.

Maximum Amount Allowed: \$40 million or 55% of the City's total investment portfolio, whichever is less.

## **8. California Asset Management Program Pool**

The California Asset Management Program (CAMP) was established in 1989 as a Joint Powers Authority to provide California public agencies with professional investment services. PFM Asset Management LLC serves as CAMP's Program Administrator and is a registered investment advisor with the Securities and Exchange Commission. The pool's objective is to earn a high rate of return while preserving principal, providing liquidity. The Pool is

managed to maintain a dollar-weighted average portfolio maturity of 60 days or less and seeks to maintain a constant net asset value (NAV) per share of \$1.00. The fund holds an AAAm rating with Standard & Poor's rating agency. The CAMP pool is permitted as an investment for all local agencies under California Government Code Section 53601(p). CAMP is directed by a Board of Trustees, which is made up of experienced local government finance directors and treasurers.

Maximum Amount Allowed: \$10 million or 20% of the City's total investment portfolio, whichever is less.

#### **9. Section 115 Pension Trust**

The City may invest funds in a Section 115 Pension Trust. The City may invest Pension Trust funds in mutual funds, as allowed under Government Code Sections 53601(l) and 53601.6(b).

Maximum Amount: 20% of the City's investment portfolio

Limitation on investments as identified under this section will apply to the City's investment portfolio at all times. If for any reason, an investment exceeds a stated limitation, the City has 90 days in which to bring the investment portfolio back into compliance.

#### **H. Portfolio Diversification**

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, specific financial institution, or specific class of securities.

#### **I. Mitigation of Market Risk**

In order to minimize market risk and eliminate reliance on interest rate forecasting, it is the policy of the City to structure its investment portfolio as a maturity ladder.

The City shall use LAIF, OCIP, CAMP, and other short-term investments, with a maturity of one year or less, to maintain sufficient liquidity to meet the City's short-term operating, capital and contingency requirements. As a general guideline, the balance of the portfolio should be invested in, and evenly distributed between, instruments with maturities of one to five years, unless in the opinion

of the Investment, Banking and Audit Committee, City staff, and/or professional investment advisors, economic circumstances and/or the interest rate environment warrant an alternative investment approach. Specific instruments may be purchased to meet identified and scheduled capital expenditures.

#### **J. Prohibited Investments**

The following investments are prohibited by City investment staff; provided, however, that this provision shall not be construed as a prohibition on investment in the LAIF, OCIP, and CAMP investment pools:

1. Any form of leveraging or purchase of derivative instruments
2. Any investment issued by the Government National Mortgage Association
3. Any mortgage pass-through security, collateralized mortgage obligation mortgage-backed or other pay-through bond
4. Any inverse floaters
5. Any range notes
6. Any interest-only strips

#### **K. Authorized Securities Broker/Dealers**

The City shall maintain a listing of financial institutions, which have been approved by the City Council for investment purposes. All approved securities broker/dealers shall be primary dealers designated by the Federal Reserve Bank of New York.

Before engaging in investment transactions with an approved broker/dealer, the City shall have received from said firm a signed certificate form. The document will certify that the firm has reviewed the City's Investment Policy and agrees to disclose potential conflicts or risks to public funds that might arise out of business transactions between the firm and the City. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

#### **L. Use of Professional Investment Managers**

The City Treasurer, with approval from the City Council, may employ the services of professional investment managers to assist in the management of the City's investment portfolio. Such managers may be granted the discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers shall have: (1) an established professional reputation for asset or

investment management; (2) knowledge and working familiarity with State and Federal laws governing and restricting the investment of public funds; (3) substantial experience providing investment management services to local public agencies whose investment policies and portfolio size are similar to those of the City; and (4) professional liability (errors and omissions) insurance and fidelity bonding in such amounts as are required by the City. Such managers shall be registered under the Investment Advisers Act of 1940. Such managers shall only be retained by written agreement with the City, and approved by the City Council. Professional service proposals shall be solicited from at least three (3) qualified persons or firms in accordance with the City's purchasing policies and procedures. A professional investment manager may only be granted discretion to purchase and sell securities if the City Treasurer exercises prudence in the selection of the manager, imposes suitable safeguards to prevent abuse in the exercise of discretion by the manager, and remains responsible for any investment decisions made by the manager with respect to the funds of the applicable local agency.

#### **M. Use of Independent Investment Advisors**

The City Council may retain the services of an independent investment advisor to review the investment program from time to time. The adviser will review compliance with policies and procedures, independently calculate the market value of the City's holdings, report on overall portfolio risk exposure and investment results, and make recommendations, if needed, regarding investment strategy or any aspect of the investment program.

#### **N. Competitive Bids**

A minimum of two offers or quotations will be obtained prior to the completion of investment transactions with authorized financial institutions. This does not apply to authorized investment pools.

#### **O. Safekeeping and Custody**

All investment securities purchased by the City, or by a professional investment manager for the City, shall be held in third-party safekeeping by a custodial financial institution, as permitted under Government Code Section 53608. Securities held will be evidenced by safekeeping receipts. All security transactions shall be conducted on a delivery-versus-payment (DVP) basis.

**P. Internal Controls**

The City shall establish a system of written internal control policies and procedures, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

**Q. Reporting**

The City Treasurer shall submit monthly investment reports to the City Council. The report shall be provided to the City Council within thirty (30) days, or the next available City Council meeting, following the end of the month covered by the report. The report shall contain a summary of investment transactions including: investment types, percent of portfolio, yield, purchase date, maturity date, issuer or institution, par and dollar amount invested, market value, source of market valuation, the portfolio's average weighted yield and maturity, and a description of any local agency funds or investments under the management of contracted parties.

The report shall include a statement of compliance of the portfolio to this Investment Policy, or the manner in which the portfolio is not in compliance.

The report shall include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

The report shall include a copy of the corresponding monthly report or statement from the City's third party safekeeping custodial bank.

If the City has any money invested in the LAIF and OCIP investment pools, the report shall include a copy of the most recent report or statement from the investment pool(s).

**R. Investment Policy Review**

The City's Investment Policy shall be reviewed and adopted by the City Council on an annual basis. Prior to City Council review and adoption, the policy shall be reviewed by the City Investment, Banking and Audit Committee, which shall recommend any modifications that it deems appropriate.

**CITY OF LAGUNA NIGUEL**  
**PARKS AND RECREATION**

**FACILITIES USE POLICY**

(August, 2014)



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# **FACILITIES USE POLICY**

## **I. POLICY STATEMENT**

The City of Laguna Niguel ("CITY") makes certain facilities available to the public to provide locations for meetings and activities which are recreational, social, civic, or commercial in nature, and it offers services of interest and need to the community.

Any and all individuals shall be provided equal opportunity for use of CITY facilities without regard to physical limitation, race, color, sex, national origin, religion or political beliefs.

The CITY Director of Parks and Recreation ("Parks Director") or designee is authorized to interpret and implement the policies and regulations contained herein.

## **II. GENERAL REGULATIONS**

This Section contains regulations which pertain to the reservation and use of all CITY facilities. In subsequent Sections (V through XIII) are regulations which pertain to the use of particular types of facilities. In the event of a conflict between the regulations contained in Section II (General Regulations) and the regulations contained in another Section which specifically pertains to a type of facility, the latter shall take precedence over the former.

### **A RESERVATIONS**

#### **1. Reserved Use of CITY Facilities:**

Individuals and organizations may obtain the reserved use of a CITY facility by complying with the provisions of these regulations. Reserved use is defined as the exclusive, permitted use of a facility for one or more occasions.

#### **2. Applications:**

To obtain the reserved use of a CITY facility, a person or organization must complete and return to CITY an application for a User Permit.

#### **3. Confirmation:**

The reserved use of a CITY facility is not confirmed until CITY has issued an approved User Permit to the applicant and a deposit has been received. Signing a permit form is only an acknowledgment that the applicant has read and is familiar with the general regulations.

#### **4. User Permit:**

The User Permit consists of the application, which must be signed by the applicant, or for

an organization, by an authorized representative of the organization, and signed by the CITY Parks Director or authorized designee.

5. Advance Reservations:

Reservation of meeting rooms at Sea Country Senior & Community Center and Crown Valley Community Park may be made up to three months in advance of the date of the proposed use of the meeting room, subject to the following exceptions and restrictions.

An organization, group or individual cannot reserve a meeting room, or combination of meeting rooms, at Sea Country Senior & Community Center and/or Crown Valley Community Park more often in any one-year period than once a month plus two additional days for a total of 14 times in the one-year period.

For reservations for a meeting room for annual events or programs and other events that occur only one or a few times per year, such as weddings, large parties, and youth sport league registrations and trainings, the meeting room may be reserved up to a year in advance.

On July 15, 2014, the City Council granted an exception to the above Policy for Alcoholics Anonymous. That organization may rent the upper (view) meeting room at Crown Valley Community Park without being subject to the limit that a meeting room can only be used once a month plus two days in any one-year period. This exception is subject to the following conditions.

- a. Reservations for use of the meeting room can be made for up to three months at a time, but the reservations for the meeting room cannot be made any earlier than two months before the start of the use and each renewal cannot be any earlier than two months after start of the use or the renewed use.
- b. The Crown Valley Community Park improvements will result in the demolition and replacement of the meeting room. Once demolition is started, the above exception will no longer be applicable and it will not be applicable to any replacement meeting rooms.

6. Permanent Rental:

No permanent rental or assignment of any facility shall be made to any individual or organization.

7. Multiple Facility Reservations:

If more than one recreation facility is reserved, fees shall be charged for each individual facility reserved and multiple permits may be required.

8. Responsible Parties:

Reservations of facilities will be limited to responsible persons who are 21 years of age or older. The permit holder or designee will be responsible for the use, clean-up and condition of the facility. Permit holder or designee must be able to communicate with staff and understand all regulations. For the Sea Country Senior and Community Center only, the permit holder is required to be on site throughout the rental period

9. Scheduling Priorities: CITY sponsored or co-sponsored events shall have precedence over all other groups. In the event of conflict, the Parks Director or designee may reschedule any group. Scheduling of reserved uses and contractual recreational programs will be carried out at the discretion of the Parks Director or designee in a fair and equitable manner, to serve the educational, cultural, and recreational needs of the general public.

## **B. MISCELLANEOUS REGULATIONS**

### **1. Private Youth Parties or Functions:**

An adult chaperon, who is 21 years of age or older, will be required for every ten youths (17 years or younger) attending a private party or activity and fifty percent (50%) of the chaperons must be parents or legal guardians of the youths attending the party or activity and may be required to provide identification. A list of chaperons may be required by CITY prior to permit approval. All private youth functions sponsored by a non-profit organization such as a church, Girl Scouts, Cub Scouts, 4H, AYSO, Little League, or similar organizations are exempt from this requirement.

One security guard is required for parties of 100 or less participants, and at least two (2) security guards are required for parties of more than 100 participants. CITY sponsored or co-sponsored events are exempt and do not require security guards.

### **2. Special Events:**

For all events which are intended to attract over 100 people, a special permit or other approvals may be required. For unique or special events not covered by the CITY Facilities Use Fees (Exhibit "A"), additional fees may be required. Applications for such events shall be reviewed by the Parks Director or designee and Police Services.

### **3. Capacity Uses:**

Maximum capacity use of CITY buildings and other facilities, as determined by State and City codes, ordinances and regulations, shall be enforced without regard to the reservation of facilities or issuance of User Permits for use of facilities.

### **4. Decorations:**

Groups requiring time to decorate or make other preparations must include that time in

the original permit and pay accordingly. No nails, staples or tacks or tape shall be permitted on the walls, ceilings, windows, floors, woodwork, or any part of the building.

## **C. DEPOSITS, PAYMENT SCHEDULES AND FEES**

### **1. Security/Cleaning Deposit:**

Reserved group use of certain facilities requires conditionally refundable security/cleaning deposits. All deposits are in addition to rental fees. A single deposit may be made to apply to continuing scheduled use, for as long as the facilities are left in a neat, clean and undamaged condition. All fees collected will be immediately deposited in a bank and held until either the end of the permitted use or until the end of the calendar year, whichever occurs first.

### **2. Payment for One-Time Facility Use:**

For one-time facility use, a minimum of 50% of the total required fee is due when the application for a User Permit is submitted. The remaining payment is due ten (10) business days prior to the proposed use. If reservation is made less than 10 business days prior to scheduled use date, all fees will be due in cash, cashier's check, or by credit card at the time the reservation is made.

### **3. Payment for On-Going Facility Use:**

For on-going facility use, a security deposit must be paid at the time the application for a User Permit is submitted. The remaining payment is due ten (10) business days prior to the starting date of the proposed use. If reservation is made less than 10 business days prior to scheduled starting date, all fees will be due in cash, cashier's check, money order, or by credit card at the time the reservation is made.

### **4. Long Term Rental and Late Fees:**

All required fees for long term use of a facility shall be paid by the 7th calendar day of each month, or prior to use, whichever occurs first, and the User Permit must be obtained by the 1st day of each month. These fee payments may be made in person Monday through Friday between 8:00 a.m. - 5:00 p.m. or by mail post marked no later than the date the monthly payment is due.

User Permit holders will be assessed a late charge of \$25 per week or for any portion of a week. Failure to pay the monthly fee in full when it is due or failure to pay any applicable late charges shall result in revocation of the permit.

Any renewal of such a permit will occur only when all delinquent fees and late charges are paid in full and renewal is approved by Parks Director or designee. Groups delinquent in payment more than once will be required to post two months fees prior to renewal of a permit. The second month's fee may only be used for fee payment once

written notice has been given as to final date for use.

5. Key Deposit:

A \$50 refundable key deposit shall be charged for each key borrowed for unlocking of facilities. Individuals or groups borrowing a key shall be responsible for locking doors and windows upon departure.

6. Staff Overtime:

Applicants desiring to use CITY facilities during a time when they are not normally staffed shall be charged for any necessary staffing on an hourly basis.

## **D. FACILITY DAMAGE**

1. Facilities shall be left by the user in the same condition as they were prior to the use of the facility.
2. Any person or group causing property or equipment damage will be required to pay for same. Until payment is received, CITY shall have the right to cancel the group's User Permit and reject future applications for a User Permit.
3. Under no circumstances is equipment to be removed from the CITY facilities without written permission of Parks Director or designee.

## **E. USE DENIAL AND REVOCATION**

1. Facility use may be denied by Parks Director or designee based on any of the following.
  - a. Unavailability of requested times.
  - b. Hazardous conditions of the facility.
  - c. Annual field maintenance or emergency repairs.
  - d. Past violations by applicant of CITY regulations pertaining to use of facilities.
  - e. Facilities may not be used for the ongoing conduct of religious services.
  - f. If the activity is not compatible with accepted legal and moral standards, and/or could be detrimental to the best interest of the community and/or Parks and Recreation Department.

2. Facility use may be revoked by Parks Director or designee based on any of the following.
  - a. If any requirements of these regulations or the User Permit are not met.
  - b. If the activity is not compatible with accepted legal and moral standards, and/or could be detrimental to the best interest of the community and/or Parks and Recreation Department.
  - c. Vandalism, theft, or misrepresentation of use.
  - d. Inadequate supervision of programs.
3. If a permit is revoked, use denial is effective for one (1) year. After one (1) year, the applicant may appeal to the Parks Director for issuance of a new permit.

#### **F. NON-RESERVABLE FACILITIES**

The following CITY facilities are neither subject to fees, nor reservable.

1. Basketball Courts, except for:
  - a. El Lazo and Alicia Basketball Courts
  - b. Two (2) of the courts at Chapparosa Park and the court at Ocean Breeze Park, during the youth non-profit basketball season only and by Sports Advisory Committee Youth Basketball organizations only.
2. Volleyball Courts, except for:
  - a. Niguel Hills Middle School and Chapparosa Park sand courts by Sports Advisory Committee Youth Volleyball organizations only.
3. Tot Lots/Playgrounds
4. Bicycle or Nature Trails
5. Public Restrooms
6. Picnic Shelters and Tables, except by Sports Advisory Committee Youth Sports Organizations, resident non-profit youth organizations (Boy Scouts/Girl Scouts, YMCA) and Capistrano Unified School District groups.



7. Kitchen without renting in conjunction with the ballroom at Sea Country Senior and Community Center

## **G. LIABILITY**

CITY is not liable for accidental injury to persons or loss or damage of group or individual property.

The applicant for a User Permit shall agree to indemnify, defend and hold harmless CITY, and all of their officers, employees and agents from any and all alleged loss, bodily injury, property damage, liability, cost or expense, of whatsoever nature, that may arise during or be caused in any way by such use and occupancy of CITY facilities.

The applicant for a User Permit shall release, discharge and agree not to hold liable the CITY, and all of their officers, employees and agents for any bodily injury, death or damage to or loss of personal property arising out of the use and occupancy of CITY facilities.

## **H. INSURANCE**

The CITY may require that any person or organization using any CITY facility for an organized activity have insurance for the activity. When insurance is required, a certificate of insurance must be submitted to the Park and Recreation Department or Sea Country Senior and Community Center (whichever is appropriate) seventy-two (72) hours prior to the event. Organized activities include, but are not limited to, organized athletic groups participating in a situation involving coaching, competitive games, practices and/or sport for demonstration, User Permit holders (Private Parties), Sports contract classes/Private Sports Camps, Special Events, and school groups. Other organizations and activities will be judged on an individual basis.

The insurance certificate must name the CITY, and their officers, employees and agents as additionally insured and cover all activities associated with the use of CITY facilities.

Insurance Group Definitions:

1. Contract Classes/Contract Instructors: All instructors who contract with the CITY for providing programs, and all User Permit holders using facilities on a professional basis regardless of whether an entrance fee is charged. Examples include health and fitness organizations. The Parks Director or designee will determine if a low risk class is required to obtain insurance.

Amount required: \$1,000,000

2. Athletic Organizations; School Groups or Youth Groups: All athletic organizations, public or private school groups, YMCA, youth groups, camps, tournaments or demonstrations, profit or non-profit, using the CITY fields, parks, or pool.

Amount required: \$1,000,000

3. User permit holders conducting special events or activities organized by an organization or a private party that are open or closed to the public.

Amount required: \$1,000,000

Liability insurance for all groups is required to include:

- bodily injury and property damage liability
- product liability
- personal injury liability
- food or beverage if served as part of the activity
- participants legal liability
- fire legal liability
- vehicular liability

### **III. GENERAL REGULATIONS GOVERNING USE OF ALL CITY FACILITIES**

1. Alcoholic Beverages:

Except as otherwise provided herein, use of alcoholic beverages is not permitted in any CITY facility. Any person reserving a facility for use who allows alcohol to be used at the activity will forfeit the facility cleaning/security deposit and the use permit will be revoked. This regulation includes the parking lot and any area within the park boundaries occupied by participants attending the function. The responsibility for informing participants of the CITY's policy is that of the individual securing the permit.

2. Smoking:

No smoking is allowed in any City facility. The Laguna Niguel Healthy Parks Ordinance prohibits smoking of any nature, including electronic cigarettes, in all City-owned public recreational areas. Recreational areas include, but are not limited to parks, park buildings, parking lots in parks, picnic areas, playgrounds, gardens, athletic fields, sports facilities, walking paths, hiking trails, bike paths, horseback riding trails, amphitheaters, skateboard parks and other open spaces.

3. Fund Raising:

Non-profit groups which desire to use CITY facilities for fund raising purposes shall be allowed to do so subject to policies and fees contained herein. Non-profit organizations using a facility for fund raising will be required to pay all associated fees based on the non-profit rate as required by the CITY Facilities Use Fees (Exhibit "A"). Organizations

will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit.

4. Commercial Use:

Commercial organizations or private parties selling or promoting a product or service, or conducting fund raising activities will pay commercial rates for use of the facilities. Vending permits may apply.

5. Unauthorized Motor Vehicles:

No use of motor vehicles will be allowed on any CITY facility without prior written approval. Vehicles shall only be permitted on approved roads, pathways, or designated parking areas.

6. Amplified Sound:

Amplified sound is not permitted at any CITY facility without prior written approval.

7. Banners/Signage:

The use of banners or signage of any type, permanent or removable, is not permitted on any CITY owned or operated facilities without prior written approval.

8. General Information:

- a. CITY facilities are provided for the enjoyment of the public. Leadership and group supervision are expected in order to maintain the facilities for others to enjoy.
- b. Recreation facilities are sanctuaries for wildlife. Foliage, landscape and structures shall not be defaced, destroyed or removed.
- c. Rubbish, garbage and litter shall be deposited in designated receptacles.
- d. Fires may be built only in barbecues, or on approved camp stoves.
- e. Firearms, weapons and fireworks are prohibited.
- f. Golf, archery, ice blocking and the flying of motor driven or fuel propelled airplanes, rockets, missiles, etc., are prohibited, except at such time and place as may be designated by the Parks Director or designee.
- g. Use of bounce houses, dunk tanks and other amusement type of equipment is not permitted, except as pursuant to Section XI-C-15.

- h. Dogs must be restrained at all times by a leash not to exceed six (6) feet in length. Owners are required to clean-up after their dogs. All groups and individuals will be subject to all rules and regulations governing recreation facilities within the CITY.
  - i. Non-Profit groups must present the CITY with proof of non-profit status.
9. Operating Hours:
- CITY Parks (with the exceptions noted in the Athletic Facilities section) are open from: 6 a.m. - 10 p.m.
- Active use of park facilities, including basketball, baseball, softball, soccer, football or similar activities may not begin before 7 a.m. Monday - Saturday and not before 8 a.m. on Sundays, except for the Alicia and El Lazo and Alicia Basketball courts, which shall be available for active use beginning at 6 a.m. seven days per week.
- The El Lazo and Alicia basketball courts may be reserved from 6 am to 11pm seven days per week.
10. Crown Valley Community Center may be reserved from:
- Monday - Thursday  
8 a.m. – 10 p.m.
- Friday – Sunday (based on staffing availability)  
9 a.m. – 4 p.m.
11. Swimming Pool is open for private rental use after public use hours from:
- Monday - Friday: 8 p.m. - 10 p.m.  
Saturday & Sunday: 4 p.m. - 10 p.m.  
(Variable private use hours subject to season, holidays, and programmed activities)
12. Spa is open for public use from:
- Fall, Winter, Spring:
- Monday through Thursday
- 6 a.m. - 8 a.m.  
9 a.m. - 4 p.m.  
12 noon - 1 p.m.  
6 p.m. - closed

Friday

9 a.m. - 4 p.m.  
12 noon - 4 p.m.  
6 p.m. - closed

Summer (June - Labor Day):  
Monday through Thursday

6 a.m. - 8:00 a.m.  
12 noon - 1 p.m.  
6 p.m. - closed

Friday

12 noon - 1 p.m.  
6 p.m. - 8 p.m.

13. Sea Country Senior and Community Center

(1) Senior citizens use:

Monday through Friday  
9 a.m. - 4 p.m.

(2) Community use:

Monday through Thursday  
6 p.m. - 11 p.m.

Friday

6 p.m. - 12 midnight

Saturday

6 a.m. - 12 midnight

Sunday

6 a.m. - 11 p.m.

(Variable public hours subject to season, holidays and programmed activities.)

14. Skateboard Park:

School Days: 12 noon - 9:30 p.m.

Weekends, summer and school holidays: 9 a.m. to 9:30 p.m.

15. Holidays:

Sea Country Senior and Community Center and Crown Valley Park Community Center is not available for private activities on New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, day after Christmas and New Year's Eve, or any holiday that staff is not available.

Skateboard Park are not available for private activities on New Year's Day, Easter, July 4<sup>th</sup>, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve, or any holiday that staff is not available.

#### **IV. CONTRACT INSTRUCTOR PROGRAMS**

- A. FEES: Fees are to be determined by the contract services provider/instructor but are subject to review and approval by Parks and Recreation Director or designee.
- B. FEE REQUIREMENTS: All registration forms and class fees are to be collected by the instructor unless otherwise directed. Instructor shall maintain accurate attendance records at all times. Instructor's total compensation for services rendered shall be the equivalent of 70% of total fees received. The remaining 30% gross shall be paid to the CITY to offset administrative costs, secretarial services and facilities maintenance. Instructor's attendance sheets and payments must be submitted no later than the 7th day of the month following the last month's instruction period. If payment and class roster is received later than the due date, a \$25 late charge will be assessed. Thereafter, \$25 will be charged for each additional week or portion thereof until payment is made.
- C. INSTRUCTOR RESPONSIBILITY: Instructor is responsible for all expenses of instruction, including substitute teachers and assistance, instructional supplies and materials, publicity, transportation and fingerprinting. Student supplies shall be the responsibility of each student.
- D. INSTRUCTOR HOLD HARMLESS AGREEMENT: Instructor must agree to hold the CITY, and its officers, employees and agents free, clear, and harmless from any and all claims, damages, or litigation arising out of instructor's performance of the Agreement.
- E. FACILITY USE INDEMNIFICATION: Instructor agrees to use the CITY facilities on an "as is" basis, and Instructor shall indemnify and hold harmless the CITY, and its officers, employees, and agents, from and against any and all

claims, demands, losses, legal and investigation expenses or liability of any kind or nature which the CITY, or its officers, employees, and agents may sustain or incur, or which may be alleged as to them, or imposed upon them for any alleged injury to, or death of persons, or damage to property as the result of, or arising out of, or in any manner connected with the Agreement, the providing of instruction pursuant to the Agreement, or with the occupancy and use of CITY premises and facilities by instructor, his/her officers, employees, agents, concessionaires, patrons, or visitors, except liability arising out of the sole negligence of the CITY.

- F. **CONTRACT INSTRUCTOR INSURANCE REQUIREMENT:** Instructor shall maintain comprehensive general liability insurance, when required, naming the CITY and its officers, employees and agents as additionally insured, covering all activities associated with the use of CITY facilities.

Instructor shall provide CITY, as part of the agreement, an original Certificate of Insurance evidencing coverage required by the Agreement. The Certificate of Insurance must be received two (2) weeks prior to the first day of class. Insurance coverage must cover all assistants or substitutes. The procuring of such required policy or policies of insurance shall not be construed to limit Instructor's liability to fulfill indemnification provisions and requirements of the Agreement. The liability insurance policy required by the Agreement shall contain the following clause:

1. "All rights of subrogation are hereby waived against the City of Laguna Niguel, City Council, and elective or appointed officers or employees when acting within the scope of their employment or appointment."
2. "It is agreed that any insurance maintained by the City of Laguna Niguel will apply in excess of, and not contribute with, insurance provided by this policy."
3. "The above described policies will not be canceled, limited or non-renewed until after thirty (30) days written notice has been given to the City of Laguna Niguel."

It is the responsibility of the Instructor to provide evidence of this insurance before new classes begin or current classes continue. A copy of the insurance must be submitted with the original contract prior to approval. Classes will be canceled if the contractor fails to show an up-to-date certificate of insurance.

- G. **CLASSES ON HOLIDAYS - INSTRUCTOR RESPONSIBILITY:** Classes shall not be held on CITY recognized holidays without prior permission. Make-up classes are to be added to the end of the session when regular classes are not held due to a holiday or other interruption, if scheduling does not interfere with existing programs. If make-up classes are not scheduled, fees for the class may be

refunded or a credit may be issued next session. The CITY has priority for all facilities for special programs. Notification will be given prior to the contracted quarter. The Parks and Recreation Department must be notified of all changes to the contracted schedule.

- H. KEY DEPOSIT: Instructor shall pay a \$50 key deposit for the use of CITY facilities if requested by CITY staff.
- I. INSTRUCTOR EMERGENCIES: In the event instructor will be late to a class due to emergency, instructor shall notify the Parks and Recreation Department Office, or Sea Country Senior and Community Center, whichever is appropriate.
- J. INSTRUCTOR RESPONSIBILITIES PERTAINING TO ROOM USE:  
Instructor must begin and end classes promptly according to the time agreed upon in the contract. A 15 minute shared transition period is allowed before and after classes. Failure to abide by the agreement may result in cancellation or non-renewal of the agreement. In the event this transition time is exceeded, there will be a prorated charge of the regular commercial rate for the room. Instructor will be charged one half of the hourly rate for the first 30 minutes beyond the transition time and a full hour for 30 minutes to 60 minutes beyond the transition time. Aquatic contract programs will be charged in a similar fashion according to the aquatic fees schedule.
- K. COMPLIMENTARY ROOM OR FACILITY: Instructor is allowed use of a Crown Valley Park room, or Sea Country Senior and Community Center room as contracted, scheduled at staff's discretion, for two hours for a class meeting, awards ceremony, special exhibition, or similar uses one time per contracted quarter at no charge if instructor has contracted with CITY for at least eight hours per week. Contract aquatics instructor is allowed use of pool for a one day (8 hours) Aquatics Meet per year at no charge if instructor has contracted with CITY for at least eight hours per week. The use of the room must be used within the contracted quarter for the room and the calendar year for the pool, the time cannot be carried over and accumulated. A cleaning/security deposit will be required.
- L. PROMOTIONAL MATERIALS: Instructor must submit any promotions or publicity for classes to the Recreation Supervisor for approval prior to use.
- M. CLASS MINIMUM: Classes may be canceled if they consistently fall below the minimum of ten (10) students, or established attendance requirement as stated in the Instructor Contract.
- N. FACILITY SETUP: Instructor is responsible for setting up and taking down equipment necessary for classes, including but not limited to, tables, chairs, exercise mats / platform and turning on/off sound system (CVCP only). Room must be cleaned and returned to its original condition.



- O. **SALES AND CONCESSIONS:** Distribution and/or sales of personal or professional items, equipment, or food is NOT permitted without permit or written permission. All types of items need to be listed on the vending permit. Separate permits may be required.
- P. **EQUIPMENT STORAGE:** Storage of equipment is NOT allowed unless previous arrangements have been made.
- Q. **FINGERPRINTING:** All contract instructors, substitutes and assistants who work with or supervise children under the age of 18 must be fingerprinted at Secure Live Scan in Aliso Viejo. Paperwork will be provided by the Parks and Recreation staff. Instructors must be cleared before the class begins. All fees associated with fingerprinting are the responsibility of the instructor.

## **V. CITY SPONSORED RECREATION PROGRAMS**

- A. **CITY SPONSORED ACTIVITY:** A refund will be given if the City cancels a City sponsored activity. Notice will be given as far in advance as possible, and a full refund will be made within thirty (30) days. The Parks and Recreation Department shall not be responsible for any damages if it cancels an event other than the responsibility of refunding all fees.
- B. **REFUND POLICY FOR SWIM LESSONS, CLASSES AND CAMPS:**  
A full refund (minus online convenience fees) will be given for cancellation of any activity with a doctor's medical excuse prior to the commencement of activity. If a participant cancels due to illness during a session, the class fee will be pro-rated, but the note must be received before the last day of class.
- C. No refunds will be issued for no-shows, special events or excursions.
- D. Activities with an activity # are only transferable to another activity with an activity # and are based on availability.
- E. If patron cancels five (5) or more business days prior to the activity, patron will receive a refund, minus a \$10 transaction fee.
- F. A cancellation made four (4) or less business days prior to the activity will result in the forfeiture of the entire class fee.
- G. No fee for transfers into another activity with an activity number.
- H. No fee for a non-refundable credit on your ActiveNet account.

- I. **TRANSFERS/CREDITS:** Transfers or credits are allowed from one park-sponsored class to another park-sponsored class (with the exception of the Sea Country Senior and Community Center), if the Parks and Recreation Department office receives a minimum of two (2) business days' notice. In-house credits are good indefinitely.
- J. **REGISTRATION POLICY:** The last day to register for CITY sponsored programs is two (2) business days prior to the first day of class unless otherwise approved by the Parks and Recreation staff. Program registration will be closed when the maximum number of participants has been reached. Classes may be canceled if the minimum is not met.
- K. **PRIORITY REGISTRATION:** Residents of Laguna Niguel may have a priority registration date for CITY activities. After that date, the activity will be open to non-residents as well as residents of Laguna Niguel. Tickets for Special Events and Cultural Arts are sold on a first come first served basis, with no priority for residents.
- L. **RESIDENCY REQUIREMENT:** Residents may be required to show proof of residency. Official proof of child's age may be required for certain programs, e.g., birth certificate or passport.

## **VI. CROWN VALLEY COMMUNITY PARK FACILITIES**

The following policies pertain to the use of facilities at Crown Valley Community Park.

- A. **FEES:** The fees for use of Crown Valley Community Park facilities are set forth in the CITY Facilities Use Fees (Exhibit "A").
- B. **DEFINITION OF USER GROUPS:** Fees are charged for the use of various facilities based on the user group of the applicant, as defined below.

**GROUP I:** Resident-Non-Profit/Governmental/Community Interest: In order to qualify for status as a resident non-profit group, 60% of the attendees must be Laguna Niguel residents. This group includes the following: Recognized non-profit senior citizen, adult or youth groups providing social or recreational activities that are open to the general public at little or no cost, government organizations, and public educational groups. Examples are LNYSA/AYSO Soccer, Little League, Girls Softball and other Sports Advisory Committee member athletic organizations, Girl Scouts or Boy Scouts, Senior Clubs other than the Laguna Niguel Senior Citizens Club, Laguna Niguel Woman's Club, Laguna Niguel Chamber of Commerce, Laguna Niguel public and private schools, PTAs, groups formed to discuss issues of local or regional significance,

such as transportation, air quality, airport issues.

GROUP II: Resident Private Parties/Non-Resident-Non-Profit: This group includes the following: Resident private parties organized by individuals or organizations, e.g., family reunion. Resident religious or commercial groups sponsoring a social activity, such as a holiday gathering or potluck. Resident homeowners associations. Non-resident-non-profit groups.

GROUP III: Non-Resident/Resident Commercial or Professional: This group includes the following: Private parties organized by non-resident individuals or organizations. Non-resident religious or commercial groups sponsoring a social activity, such as a holiday gathering or potluck. Resident or non-resident commercial or professional groups conducting professional meetings or workshops for which an admission is charged or for which the ultimate goal is to make a profit for the individual or organization represented.

- C. SECURITY GUARDS: A security guard is to be used for private recreational parties in lieu of staff personnel. One security guard is required for groups of 100 or less. Groups over 100 will require more than one guard. Fees for security guards are charged to the permit holder in addition to the hourly rental fee. If the number of participants attending an event is understated to the extent that an additional security guard would be required, the renter shall be assessed the additional hourly fee.
- D. STAFFING SURCHARGE: A staffing surcharge will be assessed from 5:30 p.m. to 10 p.m. Monday through Friday, or at any time park staff is needed when not regularly scheduled.
- E. CITY USES: There are no rentals or staffing charges for official CITY activities as determined by the Parks Director. These activities include co-sponsored activities that directly benefit the community. This fee waiver includes activities conducted by the Laguna Niguel Botanical Preserve.
- F. GENERAL DEPOSIT: Reserved group use of certain facilities requires conditionally refundable key and/or cleaning/security deposits. A single deposit may be applied to continued use. Key deposits will be returned upon return of the key. The cleaning/security deposit will be returned provided facilities are left in a neat, clean and undamaged condition. All fees collected will be immediately deposited in a bank and held until the end of the permitted use.
- G. FACILITY DEPOSIT: A minimum facility deposit of 50% of total payment must be made at time of reservation and remaining payment is due ten (10) working days prior to the event. Payment made less than ten (10) working days prior to

the event must be made in cash, by cashier's check, or by credit card.

- H. **CLEANING/SECURITY DEPOSIT:** All applicants will be required to pay a facility cleaning/security deposit to insure proper clean-up and to cover breakage, loss, or damage. The applicant shall be required to pay full cost of breakage, damage or loss regardless of the amount. Proper clean-up shall be determined by the staff on duty. Refund will be returned within thirty (30) days. Groups are expected to clean up after use and restore facility to original condition. A fee of \$100 will be assessed if facility is not vacated by the time stated on the User Permit. If the applicant allows any alcoholic beverages, other intoxicants or drugs while renting CITY facilities, the total facility cleaning/security deposit will be forfeited. Any clean up or repairs done or administered by the staff will be withheld from the facility cleaning/security deposit. Minimum charge for clean-up will be \$50. The minimum charge would apply for clean ups requiring less than one hour and only one staff person. Additional work hours needed, will be charged at \$30 per hour per person needed. Any repairs contracted out will be at cost plus 20%. In-house repairs will be charged at time and materials plus 20%.

I. **ROOM RENTAL CANCELLATIONS:**

1. **15 DAYS OR MORE:** Cancellations made 15 or more calendar days prior to the event will be charged a \$10 cancellation fee. All other payments will be refunded.
2. **14 DAYS TO 48 HOURS:** Cancellations made less than 14 days but more than 48 hours before the event will forfeit one-half of the rental fees and any security fees charged by the authorized CITY's security company. The facility cleaning/security deposit will be refunded in full.
3. **48 HOURS OR LESS:** Cancellations less than 48 hours prior to rental will forfeit entire room rental fees and any security fees charged by the authorized CITY's security company. The facility cleaning/security deposit will be refunded in full.

## **VII. CROWN VALLEY COMMUNITY PARK POOL**

- A. **FEES:** The fees for the rental of the pool, including security deposits, and the fees for pool use are set forth in the CITY Facilities Use Fees (Exhibit "B").

1. **Aquatics/Safety Training:**

Aquatics safety training includes, American Red Cross Lifeguard Training, Community Water Safety, Water Safety Instructor, and Lifeguard Instructor. Fees are based on expense of the class offered. Red

Cross training such as first aid, CPR, earthquake preparedness, or similar safety programs, may be offered on this basis.

2. Locker Rental:

Lockers are available for use on a daily basis. Any articles left overnight will be subject to removal and a lost key charge.

3. Special Aquatic Uses:

Certain unique or special events, such as promotional competitive runs or swims, may not be covered by the fees set forth in Exhibit "A." Such events will be reviewed by the Parks Director or designee, and may be subject to fees and supplemental policies. Special permit or other approvals may be required.

4. All Commercial Groups:

A two (2) hour minimum is required if not immediately following regular pool hours.

5. Private Party:

Additional staffing may be required by the CITY for pool rentals exceeding 2 hours. Additional staffing may be warranted to accommodate special situations, or as deemed necessary by the Aquatics Supervisor. Requests may be made no more than three months and no less than 10 days in advance.

6. Swim Team, Organized Sports or Special Events Meeting on a Regular Basis, Non Commercial, 40 Person Maximum:

Reduced fees are available for multiple uses per quarter. Multiple uses are defined as 4 to 10 times per quarter. To secure the reduced per hour fees, permit fees must be paid in full for entire month. Fees and reservation must be paid by the first of the month and/or at least 5 working days prior to the first reserved date. Any exceptions will be dependent upon staff availability.

Minimum 48 hours cancellation for reserved times.

- Unused fees may be credited to the next month's rental.
- No credit or refunds for cancellations less than 48 hours prior to rental.
- If group fails to arrive within 30 minutes of time pool is reserved, staff will be dismissed and no refunds will be issued.

- No refunds will be issued for no- shows.

7. Pool Covers:

- Regularly scheduled users shall assist in removing and/or installing the pool covers.
- If a user group chooses not to assist the staff in installation, or removal of the pool covers the group must pay for additional staff necessary for proper removal/installation of pool covers. Staff charges are for the entire rental period.

8. Group Use (during public use/recreation swim):

Sports teams, camps, day care or other organized groups (for example, but not limited to, Boy Scouts, Girl Scouts, YMCA, etc.) are considered user groups and must be permitted to use the pool in advance. Each group must provide the following in order to be allowed entrance to the pool:

1. Completed and authorized user permits (10 days in advance).
2. Accurate estimate of number of persons in the group using the pool.
3. Groups must provide one (1) adult per ten (10) children under the age of 14.
4. Insurance
5. Pool security deposits.

9. The daily rate will be charged for each person entering the pool deck in the group. This includes chaperons and non-swimmers. Cancellation must be made within 24 hours. No shows will lose security deposit. The maximum number of persons in single or combined permitted groups will be 200 per day.

- B. REFUNDS: Once a class has started, no refunds will be granted without a medical excuse. Refunds for medical excuse will be prorated. No refunds will be granted for no-shows.
- C. LIFEGUARD SERVICES: Lifeguarding services are required for all water activities at Crown Valley Community Pool. Lifeguard Service is defined as on deck supervision of water activities by the CITY lifeguarding staff.
- D. GLASS AND FOOD ARE PROHIBITED ON THE POOL DECK.

E. DEFINITION OF GROUPS:

1. Aquatic Teams: Any group sanctioned by a county, state, or national aquatic organization. Examples: United States Swimming (USS), YMCA, United States Diving (USD), California Interscholastic Federation (CIF), National Collegiate Athletic Association (NCAA).
2. Organized Sport: Any athletic group sanctioned by a county, state, or national athletic organization. Examples: Amateur Athletic Foundation (AAF), Amateur Athletic Union (AAU), American Youth Soccer Organization (AYSO), Little League Baseball, National Association of Underwater Instructors (NAUI), Professional Association of Diving Instructors (PADI).
3. Special Events: organized activities open to the public: Examples; Girl Scout, Boy Scout activities, YMCA or American Red Cross fund raisers, swim, water polo or diving meets.
4. Commercial groups: All groups selling or promoting a product or service for profit.

F. CONTRACT INSTRUCTORS:

1. All Aquatic contract service providers fall under the same category as all CITY contract program instructors. All rules and regulations apply.
2. All CITY aquatic contract instructors are allowed to schedule the use of the pool for one day per year at no charge, 8:00 am to 5:00 pm. (includes 30 minute set up, prior to 8:00 a.m. rental).
  - Instructor must contract with the CITY for at least eight hours per week.
  - Additional pool use will be charged at an hourly rate, per the adopted fee schedule. See Exhibit A.
  - The pool time may not be carried over and accumulated from other contract years.
  - A cleaning and security deposit will be required.
  - Lower or main room maybe available at extra charge, but are not included with the complimentary pool use.
3. Aquatic contract instructors may schedule the use of the pool two days per year for aquatic events, in addition to the complimentary day. All fees apply.

## **VIII. CROWN VALLEY COMMUNITY PARK AMPHITHEATER POLICY**

The Crown Valley Community Park Amphitheater is only available for limited private use for functions and ceremonies, and only scheduled in accordance with standard on-going CITY functions and special events. No private concerts are allowed. Only CITY sponsored concerts are allowed. Maximum attendance at any non-CITY sponsored event is 300 people.

- A. ALCOHOLIC BEVERAGES: No alcoholic beverages are allowed in the park.
- B. PERMITS: A private permit for the amphitheater authorizes a gathering up to 300 people in the amphitheater area for a ceremony. It does not authorize food service or preparation in the amphitheater area. Light refreshments such as cookies and beverages served immediately before or after the ceremony are acceptable.
- C. TABLES AND CHAIRS: No banquet tables or chairs are to be set-up on the grass of the amphitheater. Low beach chairs are appropriate for seating.
- D. DECORATIONS: Flowers, balloons, streamers are allowed, but only string or ribbon may be used to hang or attach decorations. Staples, tacks, and/or tape are not permitted. All decorations must be removed after the event.
- E. MUSIC: Non-amplified musical accompaniment such as guitar, flute or harp soloist is allowed. Electric power is available by arrangement. Small sound systems are appropriate for announcements and moderate background music. Decibels should not exceed 90 at the source, 60 at 100 feet.
- F. PARKING: All parking signs and restrictions must be observed and obeyed. Parking is not allowed on grass, sidewalks or by red curbs.
- G. PETS: For the safety of patrons, no pets are allowed in the event area.
- H. SMOKING IS PROHIBITED.
- I. AMPHITHEATER RENTAL CANCELLATIONS:
  - 1. 15 DAYS OR MORE: Cancellations made 15 or more calendar days prior to the event will be charged a \$10 cancellation fee. All other payments will be refunded.
  - 2. 14 DAYS OR LESS: Cancellations made less than 14 days but more than 48 hours before the event will forfeit one-half of the rental fees and any



security fees charged by the authorized CITY's security company. The facility cleaning/security deposit will be refunded in full.

3. 48 HOURS OR LESS: Cancellations less than 48 hours prior to rental will forfeit entire room rental fees and any security fees charged by the authorized CITY's security company. The facility cleaning/security deposit will be refunded in full.

J. LIGHTS: Lights are available for an additional fee. The fee charged will cover the entire cost of lights and staff as determined by the current costs of personnel, electric and lighting available.

K. AMPHITHEATER FEES: The fees for use of the Amphitheater are set forth in CITY Facilities Use Fees (Exhibit "C").

## **IX. SEA COUNTRY SENIOR AND COMMUNITY CENTER POLICY**

A. The Sea Country Senior and Community Center will predominately serve the seniors in Laguna Niguel.

B. All General Regulations (Section II) apply to the Sea Country Senior and Community Center unless otherwise stated in this Section.

C. All uses of the Sea Country Senior and Community Center will be approved by designated facility staff.

D. PRIORITY OF USE: Weekdays/Daytime:

1. Senior activities sponsored by the Parks and Recreation Department that are open to the general senior population.
2. Activities sponsored by the Laguna Niguel Senior Citizens Club that are open to the general senior population, regardless of club membership or organization affiliation.
3. Outside agencies providing services that predominately meet the needs of Laguna Niguel Seniors.
4. All senior groups/organizations that reside within Laguna Niguel (70% residency).

Evenings/Weekends:

1. Rental use by outside groups.
2. Contract programs for the adult community offered by the CITY Parks and Recreation Department.
3. CITY non-senior Parks and Recreation Programs.

E. FACILITY USE:

Use of the facilities does not imply endorsement or sponsorship of the event by the CITY. Publicity or sponsorship shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. All publicity regarding activities to be held in the Center must be approved by the designated staff at the facility.

F. ADVANCE RESERVATIONS:

Reservation of meeting rooms at Sea Country Senior & Community Center may be made up to three months in advance of the date of the proposed use of the meeting room, subject to the following exceptions and restrictions.

An organization, group or individual cannot reserve a meeting room, or combination of meeting rooms, at Sea Country Senior & Community Center and/or Crown Valley Community Park more often in any one-year period than once a month plus two additional days for a total of 14 times in the one-year period.

For reservations for a meeting room for annual events or programs and other events that occur only one or a few times per year, such as weddings, large parties, and youth sport league registrations and trainings, the meeting room may be reserved up to a year in advance.

G. FEES:

The fees for use of the facilities at the Sea Country Senior and Community Center are set forth in the CITY Facilities Use Fees (Exhibit "D").

H. USAGE OF FACILITY/HOURS:

1. Senior Citizens Use:

The facility will be used primarily for senior citizen's activities Monday through Friday from 9:00 a.m. to 4:00 p.m. Activities sponsored by the Parks and Recreation Department or the Laguna Niguel Senior Citizens Club, provided for senior citizens, will be given priority between the hours of 9:00 a.m. and 4:00

p.m., Monday through Friday. All activities will be open to all seniors regardless of club membership or organization affiliation.

There will be no charge for the Laguna Niguel Senior Citizens Club during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Other senior groups/organizations residing within the CITY, that have approved use of the Center and provide activities open to the senior population, i.e., social, educational, recreational activities (70% or higher residency) at no charge, will not be charged for use of the Center between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Outside agencies approved to provide services that predominately meet the needs of Laguna Niguel seniors free of charge, i.e., HICAP, legal counseling, tax assistance, will not be charged for use of the Center to provide their services.

Adult schools, e.g. Saddleback College, and non-profit organizations, e.g. Braille Institute, providing certified, trained teachers, may provide low cost classes benefitting resident, older adults with no charge for facility use, upon approval by designated facility staff.

## 2. Community Use:

The facility may be used by the community through participation in activities planned by the Parks and Recreation Department.

The facility may be used by the community as available on a rental basis during the following hours:

Monday through Thursday:	6:00 p.m. - 11:00 p.m.
Friday:	6:00 p.m. - 12:00 midnight
Saturday:	6:00 a.m. - 12:00 midnight
Sunday:	6:00 a.m. - 11:00 p.m.

Variable public hours subject to season, holidays and programmed activities.

Rentals may be available for early morning hours on weekdays as determined by the Parks Director.

## I. REQUIREMENTS FOR USE OF FACILITY:

1. Supervision by CITY staff is necessary for the public's safety and well-being. CITY staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, and activities. CITY staff reserves the right to require security whenever it deems appropriate. CITY staff or security personnel acting on behalf of the CITY reserve the right to full access to all activities to ensure that all

rules, regulations, policy and laws are being observed.

2. The Parks and Recreation Director or designee has the right to request changes in activities or suspend use of the Center to those groups and individuals not complying with established rules and regulations. Users must comply with these requests and instructions.
3. Facilities shall be left by the user in the same condition as they were prior to the use of the facility.
4. Any person or group causing property or equipment damage will be required to pay for same based on the current cost of repair or replacement. Until payment is received, staff shall have the right to cancel the applicant's current permit and reject future applications. The CITY does not accept any legal responsibility for any act or incident arising from use of its property by any organization or group.
5. Under no circumstances is equipment to be removed from CITY facilities without written permission of the Parks Director or designee.
6. CITY will not be held responsible for the loss, damage, or theft of equipment or articles owned by the user.
7. Only staff is allowed to regulate heating, air conditioning, lighting, public address system or any other electrical or mechanical system in the building.
8. No user shall be allowed to move stationary furniture or equipment.
9. During the use of the Center, all exit doors shall be unlocked and shall not be blocked in any manner.
10. Youth Oriented Events/Use: Any activity where more than 50% attending are under 21 years of age, or a party honoring an individual under 21 years of age is considered to be a youth oriented event or use. Youth oriented events may not exceed 100 people total. An adult chaperon, 21 years of age or older, will be required for every ten youths (17 years or younger) attending a private party or activity and fifty percent (50%) of the chaperons must be parents or legal guardians of the youths attending the party or activity and may be required to provide identification. A list of chaperons may be required by CITY prior to permit approval with chaperons checking in with staff on day of event. All private youth functions sponsored by a non-profit organization such as church, Girl Scouts, Cub Scouts, 4H, AYSO, Little League or similar organizations are exempt from this requirement, but may be required to provide name lists of adult chaperones providing adequate supervision for event. Additional

staff may be required for youth oriented events.

Children in attendance at an event are to be monitored by event holder and are not allowed outside the rented room (patios, lobby, and front of building) without adult supervision.

Alcohol is not permitted at youth oriented activities.

11. Sale of any goods, wares, merchandise or food products or their solicitation or distribution for commercial purpose is prohibited without prior written approval. Solicitation of professional services is prohibited.
12. The CITY reserves the right to photograph events for promotional and other purposes.
13. Staff is responsible for and has authority over the facility, equipment and activities. Staff shall have the authority to request changes in activities or cessation of activities for public safety and well-being. Users must comply with instructions and requests for compliance of User Permit and all policies, rules and regulations. Failure to comply with facility policy and/or staff requests can result in loss of all fees and deposits paid.
14. Animals are not permitted in the Center except those that serve as aides to physically challenged individuals. This includes, but it not limited to, guide dogs for the blind and dogs for the hearing or physically impaired.
15. Sleeping or lodging is not permitted in the Center.
16. Recreation facilities are sanctuaries for wildlife. Foliage, landscape and structures shall not be defaced, destroyed or removed.
17. Use of bounce houses, dunk tanks and other amusement type of equipment is not permitted.
18. If rental patron requests to have Sea Country Center's piano tuned in addition to the Center's established tuning schedule, costs will be at renter's expense, paid in advance, in order for CITY to schedule with its designated piano tuner.
19. Before approval of any permit, the recreation staff may request review of the application by Laguna Niguel Police Services.
20. No smoke/fog machines or incense are permitted.

J. RENTAL GROUP RESPONSIBILITIES:

1. Applications:

Applications will only be issued to persons 21 years of age or older. If applicable, applicants must provide proof of residency which must be in the form of a photo ID listing a Laguna Niguel address. If the photo ID does not list a Laguna Niguel address, then the applicant must present a current utility bill along with a photo ID

2. Reservations:

- a. To obtain the reserved use of room(s) within the facility, a person or organization must complete and return to the Center an application for a User Permit. The User Permit must be signed by the applicant, or for an organization, by an authorized representative of the organization, and signed by the Center's authorized personnel. Coordination may not be done through third person parties.
- b. Rooms are reserved once a security/cleaning deposit is accepted and a User Permit is issued. The reserved use of the Center is not confirmed until facility personnel have issued a User Permit to the applicant and the deposit is accepted. The entire rental fee is to be paid in full thirty (30) days before the scheduled event/rental date. (See fee schedule, Exhibit "D".) Requests for reservations for events less than thirty (30) days before the scheduled event/rental date must be paid by cash, cashier's check, or credit card no later than ten (10) working days prior to the event. If payment is not made in full as stated above, the reservation will be cancelled and the security deposit will be held by the CITY.
- c. The minimum rental time for room rentals is two (2) hours.
- d. Furniture set-up diagrams must be completed and returned to Center ten (10) working days in advance, if applicable.
- e. Permits may not be transferred, assigned or sublet.
- f. The applicant or their predetermined designee must be in attendance for the entire event and accept full responsibility for damage to equipment or properties.

- g. Failure to comply with policies or misrepresentations of self or event will result in forfeiture of all or part of deposit.
  - h. The Center reserves the right to suspend use of the Center to those groups and individuals not complying with established rules and regulations.
3. Deposits: Cleaning/security deposits shall be required for reservation of any room.
- a. All deposits are in addition to rental fees and are refundable within 30 days after the rental, provided the renter follows all CITY policies, vacates the building on time, clean-up has been completed properly, and there has been no damage to the room or its furnishings.
  - b. Any clean up or repairs done or administered by the staff will be withheld from the facility cleaning/security deposit. Minimum charge for clean-up will be \$50. The minimum charge would apply for clean ups requiring less than one hour and only one staff person. Additional work hours needed, will be charged at \$30 per hour per person needed. Such direct charges may include custodial time, staff time, coordinator and office personnel time and materials to make repairs. Any clean-up or repairs contracted out will be at cost of repair or replacement of furnishings or equipment plus 20%. In-house repairs will be charged at time and materials plus 20%. The user will be billed for the cost of any damage beyond the deposit.
  - c. CITY does not provide storage. Facility user's property (equipment, supplies, etc.) must be removed from the Center immediately following the activity. The Center reserves the right to remove any remaining items from the premises and have them stored at the owner's expense. If such equipment or supplies are not claimed within two (2) weeks after notice to the owner, the Center reserves the right to dispose of such property in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the CITY, including but not limited to administrative costs incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the user with payment due and payable in thirty (30) days.
  - d. A \$100 fee plus the hourly room rental rate will be assessed for every thirty (30) minutes the room is not vacated as agreed to on the permit. Staffing, security and any overtime fees will be charged for unauthorized extension of time.
4. All rental equipment brought in by the user must have some type of protective pad on the bottom of the equipment to ensure that no damage is done to floors. Heavy

items are not to be dragged on the floors.

5. Cancellations: Failure to abide by the agreed upon stated times will result in additional fees. Cancellations made by rental patrons must be made and received writing prior to date of event.
  - a. Rental of Ballroom/Dining, Ballroom/Stage or Entire Ballroom:
    - (1) 90 DAYS OR MORE: Cancellation of room rental(s) made by patron 90 days or more prior to the scheduled event will result in a \$75 cancellation fee. All other deposits and fees will be refunded in full.
    - (2) 89 DAYS OR LESS: Cancellation of room rental(s) made by patron 89 days or less will result in forfeiture of the room rental fee, any fees charged by the authorized CITY security company, and a \$75 cancellation fee, not to exceed \$500.
  - b. Rental of Secondary Rooms:
    - (1) 15 DAYS OR MORE: Cancellations made 15 or more calendar days prior to the event will result in a \$25 cancellation fee. All other payments will be refunded.
    - (2) 14 DAYS TO 48 HOURS: Cancellations made less than 14 days but more than 48 hours before the event will result in the forfeiture of one-half of the rental fees and any security fees charged by the authorized CITY security company. The facility cleaning/security deposit will be refunded in full.
    - (3) 48 HOURS OR LESS: Cancellations less than 48 hours prior to rental will result in forfeiture of entire room rental fees and any security fees charged by the authorized CITY security company. The facility cleaning/security deposit will be refunded in full.
6. Security Guard: A security guard is to be used, in addition to facility personnel, whenever alcohol is served or sold and for private recreational parties. Based on the type of event held, at least one security guard is required for groups up to 100. Groups over 100 require more than one guard. At least two (2) security guards are required for youth parties of 100 or less participants. The security guard fee is to be charged to the permit holder in addition to the hourly rental fee. At the discretion of the facility manager, security guards may be substituted for staff, and/or facility personnel may be substituted in place of security guard(s) as needed.



7. Staffing Surcharge: A staffing charge will be assessed at any time facility staff is needed and not regularly scheduled.
8. Decorating: No objects are to be suspended or attached to ceilings, walls, woodwork, windows, floors or any part of the building by use of nails, tacks, staples, etc. Painter's tape (not masking or duct tape) is allowed on painted walls only. Nothing may be affixed to draperies or stage curtains. It is suggested that the patron concentrate on table decorations and portable room decorations. No candles, confetti, glitter, straw or hay are allowed. Prior approval must be obtained for the use of helium balloons and a fee will be charged for the removal of any/all balloons which remain in the vaulted ceiling, lights, etc. of the ballroom. The use of birdseed, rice or bubbles in and around the premises, including patios and parking lots is forbidden. Prior approval must be obtained for hanging any pictures, banners, signs, etc. inside/outside the facility. Rental patrons must supply their own ladders for decorating. All decorations must be removed by user immediately following the activity.
9. Unless otherwise stated in the permit, no beverages or food are allowed on carpeted areas. Beverages that contain red, orange, or purple dye may not be served in any carpeted areas. The permit holder is required to enforce these restrictions.
10. Clean-Up: **CLEAN-UP IS THE APPLICANT'S RESPONSIBILITY.** The patron shall be responsible for clean-up of decorations inside and outside the room(s). This includes wiping spills from table tops, chairs and walls; removing all refuse from floors; disposing of all refuse in proper receptacles; wiping of counter tops and kitchen equipment; cleaning up all spillage in refrigerators/freezers and removal of all items. Clean-up may include vacuuming and/or mopping spillage. All refuse, trash, etc., generated by rental groups shall be picked up on the exterior grounds of the facility, including the parking lot. Trash bags of refuse should be placed in the dumpster at the end of the event prior to vacating the building. CITY requires all facility users to recycle the following items: paper, plastic, glass and metal, as directed by staff. The Center must be cleaned and returned to reasonable condition. Any items left behind will be subject to disposal and may result in loss of deposit. Hours of use stated on the application form must include set-up time as well as clean-up time. Although it is the applicant's responsibility to allow ample time to clean the facility as required, there is a mandatory one (1) hour clean-up period for the ballroom, which takes place one (1) hour prior to the end of contracted rental period. A clean-up checklist will be completed prior to leaving the premises to ensure that all clean-up requirements are met. Set-up and clean-up times will be followed as designated on the User Permit.

11. Preparation and Clean-up: Preparation time allows caterers, florists, or those decorating the room to enter. Hourly room rental fees are charged for all time used, including patron's preparation and clean-up time. One (1) hour minimum is required to clean up the ballroom. All preparation and clean-up time must be contained within contracted hours.

No deliveries of any kind are permitted prior to beginning of contracted set-up time.

12. Alcohol Permit and Use Policy:

The CITY allows the use of alcohol under controlled circumstances. Alcoholic beverages may not be brought into the facility by individuals during regular Center operating hours Monday through Friday.

- a. Alcohol Definition: "Alcohol" refers to any beverage that contains any amount of alcohol.
- b. An alcohol deposit is required for all groups/organizations serving/selling alcohol. User will be held responsible for any damages resulting from user's function and shall pay all costs of damages to equipment or the facility.
- c. Liability Insurance: Permit holder shall provide liability insurance coverage in the amount of \$1,000,000 and indemnify and hold harmless the CITY from any damage or injury. The CITY shall be named as "additionally insured" and a copy of the certificate must be forwarded to the CITY AND received at least 10 working days prior to the event. Failure to provide liability insurance will result in a denial to serve alcohol at the event.

Injuries caused to any person as a result of alcoholic beverages being served to, or consumed on the CITY's premises or as a result of alcohol being available on the CITY's premises, shall be the sole responsibility of the permit holder, organization, its sponsor and adult representative.

- d. Restrictions on Use of Alcohol:  
The CITY reserves the right to place restrictions on the type of alcohol beverages agreed upon in rental permit. The consumption of alcoholic beverages is limited to the room(s) rented. No alcohol is allowed in the lobby or patios (unless designated in facility rental), restrooms, hallways, kitchen or parking lots. Beer kegs may not be placed directly on the floor. They must be in a tub or on a table and have suitable material underneath to prevent "sweating" on the floor or carpet.

No "bring your own bottle parties" are allowed. No additional alcohol may be brought into the building once the activity has begun. All alcohol must be consumed from individual containers provided by a server at a bar. Individual containers must be clear, no paper or foam is allowed. No drinking is permitted from the original alcohol container such as a beer bottle or a can. Bottles must remain in the kitchen or behind a bar. Exception: host served wine or champagne. Champagne must be opened in the kitchen or away from the general public. User will remove all beverage containers, empty or full, from the premises immediately following the function. Failure to comply will result in forfeiture of deposits.

The consumption of alcoholic beverages is prohibited during the set-up or clean-up time.

Alcohol may not be served or sold prior to security staff arrival. Alcohol service is limited to a maximum of five (5) hours. Exception may be granted to a non-profit group having an all-day event that typically has visitors attending for a portion of the event. The service of alcoholic beverages must be ended one hour prior to the end of the event.

- e. Any function where alcohol is to be served will require at least one uniformed security guard and may require additional CITY staff. Functions that will have over 100 attending will require two security guards and at least one staff member. Additional security may be required at the discretion of the facility manager. All costs will be borne by the event sponsor. Private security and staffing will be arranged and scheduled by CITY staff. All fees will be paid in full at least 30 days prior to the event. Security staff will not be required for set-up time if the facility is suitably staffed by facility staff. Security service will continue until all users have left the facility.

- f. Alcohol Not Allowed at Youth Oriented Events and Programs.

Alcohol use will not be approved for parties or activities that have a youth emphasis or orientation. The following is considered youth oriented: an activity where more than 50% attending are under 21 or a party or program honoring someone under 21. Alcohol may not be served to any minors. At events that serve alcohol, all minors must be accompanied by a parent, adult relative or legal guardian. If minors are found to be in possession of alcoholic beverages, the activity will be terminated immediately and deposits will be held.

- g. Requirements for Selling Alcohol: Community groups or private parties that would like to sell alcohol must apply for an Alcoholic Beverage Control (ABC) Use Permit from the County of Orange. To ensure that

events at which alcoholic beverages will be sold have proper ABC authorization, a copy of the ABC permit must be filed with the facility use application at least 10 working days prior to the event. The application for the sale of alcohol at an event will not be considered approved until the ABC permit is received. Failure to do so will result in a denial to sell alcohol at the event. In addition, a copy of the ABC permit shall be in plain view at the bar or serving area on the day of the event.

- h. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including the rules and regulations of the Alcoholic Beverage Control Commission. Any individual or organization using the Center's premises shall be solely responsible for obtaining all required permits or licenses and insurance relating to the distribution and consumption of alcoholic beverages on the premises. No sales or requests for donations for alcoholic beverages are permitted without a license.

State Alcoholic Beverage Control Commission  
28 Civic Center Plaza, Santa Ana, California  
(714) 558-4101

- i. Unauthorized Use of Alcoholic Beverages, Other Intoxicants or Illegal Substances:

If the applicant allows any unauthorized use of alcoholic beverages on or within CITY premises without approval or liability insurance, all cleaning/security deposits will be forfeited and rental event may be terminated. In addition, any sales of alcohol without approval or ABC permit will result in loss of all cleaning/security deposits and rental event may be terminated.

Any use of other intoxicants or illegal substances while renting CITY facilities, will result in immediate termination of rental event and all security/cleaning deposits will be forfeited.

- 13. Amplified music: The appropriate level of amplified music will be determined by the Center staff. It may not interfere with regular operations of the facility or impact the residential neighborhood.
- 14. The permit applicant must complete an "Affidavit" form and return to CITY prior to the event acknowledging the above responsibilities. Violation of any policy will result in loss of all deposits/security fees and may result in loss of permit.

#### K. CITY SPONSORED SENIOR AND ADULT RECREATION CLASSES

- 1. CANCELLATIONS BY PATRON: Individuals canceling registration in a CITY

sponsored recreation class will be charged a cancellation fee for handling. Any cancellation made five (5) or more business days prior to the activity, patron will receive refund, minus a \$10 transaction fee. Any cancellation made four (4) or less working days prior to the activity, will result in forfeiture of the entire class fee. No refunds will be offered for special events.

2. MEDICAL EXCUSE: A full refund will be given for cancellation of any activity with a doctor's medical excuse prior to commencement of activity. If a participant cancels due to illness during a session, the class fee will be prorated with a doctor's medical excuse.

3. NO REFUNDS WILL BE ISSUED FOR NO SHOWS.

4. CANCELLATION OF CLASS BY CITY: If cancellation is made by the CITY, notice will be given as far in advance as possible, and a full refund will be made within thirty (30) days. The CITY shall not be responsible for any damages in the event it cancels an event other than the responsibility of refunding all fees.

5. TRANSFERS/CREDITS: Transfers or credits may be allowed for particular classes. When applicable, transfers are allowed from one CITY sponsored class to another CITY sponsored class if the Center receives a minimum of five (5) business days' notice. Credits are good indefinitely in the patrons family account.

6. REGISTRATION POLICY: The last day to register for CITY sponsored programs is two (2) business days prior to the first day of class unless otherwise approved by the Center's staff. Program registration will be closed when the maximum number of participants has been reached. Classes may be canceled if the minimum is not met.

7. PRIORITY REGISTRATION: Residents of Laguna Niguel may have a priority registration date for CITY sponsored activities. After that date, the activity will be open to non-residents as well as residents of Laguna Niguel. Tickets for Special Events and Cultural Arts are sold on a first come first served basis, with no priority for residents.

8. RESIDENCY REQUIREMENT: Residents may be required to show proof of residency.

## **X. SKATE PARK POLICY**

All General Regulations contained in Section II apply to the Laguna Niguel Skate Park unless otherwise stated in this section.

All uses of the Laguna Niguel Skate Park will be approved by the Parks Director or designee.

**A. PRIORITY OF USE**

1. Activities sponsored by the Parks and Recreation Department that are open to the general public.
2. Agencies which provide a service that predominately meets the needs of Laguna Niguel Skate Park participants.

**B. ALL OTHER GROUPS / ORGANIZATIONS**

Use of the facility does not imply endorsement or sponsorship of the event by the CITY. Publicity or sponsorship shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. All publicity regarding activities to be held at the Skate Park must be approved by the Parks Director or his/her designee.

ADVANCE RESERVATIONS: The facility may be reserved up to one year in advance of the activity or event.

REGULATIONS: All participants must abide by the regulations for the Laguna Niguel Skate Park set forth in City Ordinance No. 2003-127, as follows:

1. No person shall skate or skateboard unless that person is wearing a helmet designated for skateboards and/or in-line skating use with chin strap, elbow pads designed for skateboarding and/or in-line skating use with plastic elbow caps, and knee pads designed for skateboard and/or in-line use with plastic knee caps.
2. No person shall skate or skateboard unless all the required equipment is in good repair at all times during use.
3. No person shall enter or be upon the skate area at any time other than during the posted hours of operation for the park. No person shall enter or be upon the skate area at any time that the park is closed or when CITY staff has closed the skate area.
4. No person shall skate or skateboard at the park except in the skate area.
5. No person shall ride, operate or utilize in the skate area any device other than a skateboard or skates. Prohibited devices include, but are not limited to, bicycles, scooters, razors and motorized vehicles.
6. Spectators are not allowed in the skate area. No person shall enter or be upon the skate area unless that person is actively skateboarding or skating in accordance with these regulations.

7. No person shall place any additional piece of equipment, obstacle, apparatus, or other material, including but not limited to, ramps, jumps, or rails, within the skate area and no person shall use any such additional piece of equipment, obstacle, apparatus, or other material.
8. No person shall skate or skateboard when the surface of the skate area is wet or other conditions exist which adversely affect the safety of skateboarders or skaters.
9. No person shall use or engage in profanity, reckless or boisterous behavior, including, but not limited to, tandem riding, pushing, horseplay, hazing or bullying, or any other activity which could endanger the safety of persons using the skate area or spectators.
10. No person shall use, consume, or have within his or her custody or control, food or other beverages within the skate area.
11. No person shall use, consume, or have within his or her custody or control, alcohol, tobacco products, or illegal drugs at the park.
12. No person shall enter or be upon the skate area under the influence of alcoholic beverages or illegal drugs or with his or her motor skills or judgment impaired as the result of any drugs.
13. No person shall use or possess glass containers, bottles or other breakable glass products within the park.
14. No person shall use a portable or personal radio, stereo, CD player, or similar device in the skate area. No person shall use headphones in the skate area.
15. No person shall engage in graffiti, tagging, or other defacing of the park.
16. All persons using the park must place trash in receptacles or containers provided by the CITY.
17. When determined by CITY staff that a skater or skateboarder has violated one or more of the regulations set forth in this section, that person, when so directed by CITY staff, shall leave the skate area and/or the park. Any violations of these regulations is deemed to be an infraction and punishable according to the provisions of the Laguna Niguel Municipal Code and State law.

## **C. PERMITS AND WAIVERS**

1. Any person wishing to skate or skateboard at the park must obtain a permit prior to use.
2. Any person wishing to use the park, and where applicable their parents or guardians, must complete and sign a liability waiver and release form waiving and releasing the CITY from any claims that may arise out of injuries suffered while skating or skateboarding at the park.
3. Skaters and skateboarders, before receiving the required permit, must review and sign a statement that they have read and understand the skate park regulations and that they will comply with all those regulations.

## **D. FEES**

1. The fees for use of the facilities at the Laguna Niguel Skate Park are set forth in the CITY Facilities Use Fees (Exhibit "H").
2. Fees are charged for various services at the skate park based on the user group defined below:

### **Group I: Resident**

To qualify for status as "resident", the participant must provide a California I.D. card or Driver's License with a Laguna Niguel address, or a utility bill with a Laguna Niguel address, along with photo identification.

### **Group II: Non-Resident**

Any person that does not reside in Laguna Niguel or cannot provide a California I.D. card or Driver's License with a Laguna Niguel address, or a utility bill with a Laguna Niguel address, along with photo identification.

### **Group III: For-Profit**

Any group or business profiting monetarily from use of the Laguna Niguel Skate Park and not holding a 501(c) (3) status.

### **Group IV: Non-Profit**

Any group or business holding a 501(c) (3) status or that will be donating their proceeds to a charitable organization.



3. Special Skate Park Uses

Certain unique or special events, such as competitive skateboard events or demonstrations, may not be covered by the fees set forth in Exhibit "H". Such events will be reviewed by the Parks Director or designee, and may be subject to fees and supplemental policies. Special permit or other approvals may be required.

**E. USAGE OF FACILITY/HOURS**

The facility will be used primarily for open skating. Facility hours are:

Monday through Friday: 12:00 noon to 9:30 p.m.

Saturday and Sunday: 9:00 a.m. to 9:30 p.m.

Capistrano Unified School District holidays and vacations: 9:00 a.m. to 9:30 p.m.

**F. REQUIREMENTS FOR USE OF FACILITY**

1. CITY staff or security personnel acting on behalf of CITY reserve the right to full access to all activities to ensure that all rules, regulations, policies and laws are being observed.
2. The Parks Director or designee has the right to suspend use of the skate park to any groups or individuals not complying with established rules and regulations.
3. Any person or group causing property or equipment damage will be required to pay for same based on the current cost of repair or replacement. Until payment is received, staff shall have the right to cancel the user's permit and reject future applications.
4. The CITY does not accept any legal responsibility for any act or incident arising from the use of its property by any person or group.
5. CITY will not be held responsible for the loss, damage or theft of any equipment or articles owned by park users.
6. Only skate park staff is allowed to regulate lighting, public address system or any other electrical or mechanical system in the facility.
7. No user shall be allowed to bring unauthorized equipment into the skate park or move stationary furniture or equipment from its designated location. No overnight storage will be permitted.
8. Sale of any goods, wares, merchandise or food products or their solicitation or distribution for commercial purposes is prohibited without prior written authorization.

9. Staff is responsible for and has authority over the facility, equipment and activities. Staff shall have the authority to request changes in activities or cessation of activities for public safety and well-being. Users must comply with instructions and requests for compliance of User Permit and all policies, rules and regulations. Failure to comply with staff requests can result in loss of all fees and deposits paid.
10. For the safety of patrons, no dogs are allowed within the skate park.

## **G. RENTAL GROUP RESPONSIBILITIES**

1. Applications:

Applications will only be issued to persons 21 years of age or older. If applicable, applicants must provide proof of residency, which must be in the form of a California I.D. card or Driver's License, displaying a Laguna Niguel address. If the photo ID does not display a Laguna Niguel address, then the applicant must present a current utility bill along with photo ID.

2. Reservations:

To obtain the reserved use of the facility, a person 21 years of age or older must complete and return to the skate park an application for a User Permit. The User Permit must be signed by the applicant, or for an organization, by an authorized representative of the organization, and by the skate park's authorized personnel.

The reserved use of the skate park will not be confirmed until facility personnel have issued a User Permit to the applicant and a security/cleaning deposit has been received. The entire rental fee is to be paid in full thirty (30) days before the scheduled event/rental date. Requests for reservations for events less than thirty (30) days before the scheduled event/rental date must be paid in cash or by cashier's check no later than ten (10) working days prior to the event. If payment is not made in full as stated above, the reservation will be canceled and the security deposit will be held.

The applicant or his/her predetermined designee must be in attendance for the entire event and accept full responsibility for damage to equipment or property.

Failure to comply with policies or misrepresentation of self or event will result in forfeiture of all or part of deposit.

The CITY reserves the right to suspend use of the skate park by those groups and individuals not complying with established rules and regulations.

3. Deposits:

Cleaning/security deposits shall be required for reservation of the skate park.

All deposits are in addition to rental fees and are refundable within 30 days after the rental, provided the renter vacates the park on time, clean-up has been completed properly, and there has been no damage to the facility or its furnishings or equipment.

The cost of any clean up or repairs done or administered by the staff will be withheld from the cleaning/security deposit. The minimum charge for clean-up is \$50. The minimum charge will apply to clean ups requiring less than one hour and only one staff person. Additional work hours needed will be charged at \$30 per hour per person needed. Any repairs contracted out will be charged at the cost of the repair or replacement of furnishings or equipment, plus 20%. In-house repairs will be charged at time and materials, plus 20%. The user will be billed for the cost of any damage beyond the deposit.

4. Security Guard:

A security guard is to be used, in addition to facility personnel, whenever the number of attendees exceeds 100. The security guard fee will be charged to the permit holder in addition to the rental fee.

5. Clean-up:

**CLEAN-UP IS THE RESPONSIBILITY OF THE APPLICANT.**

This includes wiping of table tops, insuring chairs are clean, removing all refuse from floors, disposing of all refuse in proper receptacles. All refuse, trash, etc. generated by rental groups shall be picked up on the exterior grounds of the facility. Trash bags containing refuse should be placed in the dumpster prior to vacating the skate park. The skate park must be cleaned and returned to reasonable condition. Failure to properly clean the facility will result in additional fees, with a \$50 minimum charge. Any items left behind will be subject to disposal. Hours of use stated in the application form must include set-up and clean-up time.

6. Alcohol Policy:

Alcohol is not permitted at the Laguna Niguel Skate Park under any circumstances.

7. Liability Insurance:

Sponsor shall provide liability insurance coverage in the amount of \$1,000,000 and indemnify and hold harmless the CITY from any damage or injury. The CITY shall be named as "additionally insured" and a copy of the certificate must be forwarded to the CITY and received at least 10 working days prior to the event.

8. Amplified Music:

The appropriate level of amplified music will be determined by the facility staff supervisor. Amplified music may not interfere with regular operations of the facility or impact the residential neighborhood.

## **H. CITY SPONSORED SKATE PARK CLASSES AND PROGRAMS**

**CANCELLATIONS BY PATRON:** Individuals canceling registration in a CITY sponsored recreation class will be charged a cancellation fee for handling. Any cancellation made five (5) or more business days prior to the activity, patron will receive a refund, minus a \$10 transaction fee. Any cancellation made four (4) or less business days prior to the activity will result in forfeiture of the entire class fee. No refunds will be offered for special events.

**MEDICAL EXCUSE:** A full refund will be given for cancellation of any activity with a doctor's medical excuse prior to commencement of the activity. If a participant cancels due to illness during a session, the class fee will be prorated.

**NO REFUNDS WILL BE ISSUED FOR NO-SHOWS.**

**CANCELLATION OF CLASS BY CITY:** If cancellation is made by the CITY, notice will be given as far in advance as possible, and a full refund will be made within thirty (30) days. The CITY shall not be responsible for any damages if it cancels an event, other than the responsibility of refunding all fees.

**TRANSFERS/CREDITS:** Transfers or credits are allowed from one CITY sponsored class to another CITY sponsored class if the park staff receives a minimum of five (5) business days' notice. Credits are good indefinitely in the patrons family account.

**RESIDENT REGISTRATION POLICY:** The last day to register for CITY sponsored programs is two (2) business days prior to the first day of class unless otherwise approved by the skate park supervisor. Program registration will be closed when the maximum number of participants has been reached. Classes may

be canceled if the minimum number is not met.

PRIORITY REGISTRATION: Residents of Laguna Niguel may have a priority registration date for CITY sponsored classes. After that date, the activity will be open to non-residents, as well as residents of Laguna Niguel.

## **XI. ATHLETIC FACILITIES POLICY**

### **A. GENERAL POLICY STATEMENT**

CITY athletic facilities are made available to the public to provide a location for community organizations and individuals to engage in athletic activities.

This policy is applicable to all sports fields owned or operated by CITY.

The General Regulations (Section II) are applicable to CITY athletic facilities. However, in the event of a conflict or inconsistency between the General Regulations and the Athletic Facilities Use Policy, the provisions of the Athletic Facilities Use Policy shall take precedence.

The use of athletic facilities does not imply endorsement or sponsorship of events by the CITY. Publicity for an athletic event shall be designed in such a way that no suggestion of such endorsement and/or sponsorship is implied. For reserved use of a CITY Athletic Facility in which event publicity is to be used or distributed, all such publicity shall be cleared in advance with designated representative of CITY.

### **B. ATHLETIC FACILITIES STATEMENT**

It is recognized that sports fields vary as to type, size, ancillary improvements, and location. However, fee schedules contained herein shall generally apply equally to all sports fields, regardless of size and type. This is in consideration of the fact that fees only partially offset operating costs attributable to any sports field.

It is also recognized that community park sports facilities are better suited to organized activities than neighborhood park facilities for reasons such as: size of fields, parking problems and the safety concerns they create, noise of activities in relation to proximity of residential neighborhoods. For these reasons, facility use in some neighborhood parks (such as Beacon Hill Park and Yosemite Park) will be limited or restricted. Neighborhood park facilities such as these will only be used during Youth League seasons when all play areas are needed to accommodate participants. Games in parks with limited parking will be scheduled in such a way as to keep traffic problems to a minimum.

1. FIELD PREPARATION SERVICES: CITY provides limited field preparation such as watering, dragging and raking. This maintenance is done on a regular schedule which may not coincide with an organization's proposed use of a facility.
2. MOWING OF FIELDS: Fields will generally be mowed according to a maintenance schedule of once per week.
3. FIELD RENOVATIONS: Athletic Fields will be closed during designated time periods for renovations by the Public Works Department. No field usage will be permitted during these scheduled renovation periods.
4. If at some future date the CITY should decide to build or acquire additional athletic facilities which are not currently a part of its inventory, field allocation policy contained in this document shall also consistently apply to those facilities.
5. ATHLETIC FACILITY RESERVATION POLICY:
  - a. General Regulations
    - i. Reserved Use: Reserved use of the sports facilities shall require a User Permit.
    - ii. All athletic facilities are scheduled on a "first come, first served" basis, subject to availability.
  - b. ORGANIZED PLAY: A permit is required for any organized play on any park, soccer field, baseball field, softball field or other recreational facility. Organized play is defined as twelve (12) or more persons engaging in a team sport, such as, but not limited to, soccer, baseball, softball, or football.
  - c. RAINY WEATHER POLICY: Although a permit may be issued, play is generally not permitted on any athletic field for a minimum of 24 hours following rainfall. In the event of rain, permit holder or coaches/parents should call the Athletic Field Hotline at (949) 362-4351 on the day of reservation to determine the latest condition of the fields. The message will identify which fields are open and/or closed. Athletic Field Hotline is updated by 1:00pm weekdays and by 7:30am weekends.
  - d. CLOSED FIELDS: Closed fields will have a "FIELD CLOSED, DO NOT USE" sign posted at the following locations on the fields:

<u>Field</u>	<u>Location</u>
Baseball/Softball Diamonds	Pitcher's Mound area
Soccer Fields	Center Field area

Groups/Organizations found playing on a POSTED CLOSED field shall be responsible for any damage that occurs, and may also have their use permit suspended or revoked indefinitely. (As per Section II.D. Facility Damage, #2; and Section II.E - Use Denial and Revocation.)

- e. **RESPONSIBLE PARTIES:** All applicants and organizations using athletic facilities are responsible for knowing Parks and Recreation rules and policies and abiding by them. Failure to do so may result in the suspension or revocation of permits.
- f. **ADVANCE RESERVATIONS:** Regular season scheduling for Sports Advisory Organizations begins 90 days prior to the sports season. Organizations may reserve fields based on prior seasons use and/or registration figures, but are required to revise use permits according to actual realized need prior to the season, so that field times which are not needed can be released to meet other Community needs. CITY Staff will then issue permits for available field time to other user groups, once Sports Advisory Committee Organization season schedules are confirmed.
- g. **LONG TERM RENTAL:** Groups/Organizations are allowed to reserve athletic facilities for a maximum of three (3) months on any one permit. Sports Advisory Committee Non-Profit organizations open to the general public, such as: LNYSA and AYSO Soccer, Laguna Niguel and Rancho Niguel Little League, Laguna Niguel Girls Softball, Patriots Football, Niguel-Aliso and Capo-Dana NJB Basketball, USYVL Volleyball, Laguna Niguel Adult Co-ed Soccer and YMCA Adult Softball, are allowed to reserve athletic facilities for a full season on one permit. Permit renewals will occur only if all field use and light fees are paid in full prior to renewal.
- h. **PERMANENT RENTAL:** No permanent rental or assignment of any facility shall be made to any organization or individual.
- i. **MULTIPLE FACILITY RESERVATIONS:** If more than one athletic facility is reserved fees shall be charged for each individual facility reserved. Multiple permits may be required.

#### 6. OPERATING HOURS:

- a. City Parks Open 6 a.m. - 10 p.m.

Active use, including soccer, baseball/softball, basketball, football or similar activities may not begin before 7:00 a.m. Monday - Saturday and not before 8:00 a.m. on Sundays, except for the El Lazo and Alicia Basketball courts, which shall be available for active use from 6:00 a.m. to 11 p.m., seven days per week.

Activities that are scheduled and approved by CITY permit are allowed to exceed the normal hours of operation at Crown Valley Community Park, Chapparosa Park and Laguna Niguel Skate and Soccer Park (Alicia) athletic fields.

Athletic fields may be reserved beyond 10:00 p.m. according to the following guidelines:

- b. Crown Valley Community Park: No game shall be scheduled beyond 10:30 p.m. to assure the lights are out by 10:45 p.m.

- c. Chapparosa Park and Alicia Soccer Field: Use of Athletic field lights is regulated by a Mitigating monitoring program in Chapparosa Park and at the Alicia Soccer Field. No game shall be scheduled past 11:00 p.m. to assure the lights are out by 11:15 p.m.
  - d. El Lazo and Alicia Basketball Courts: The El Lazo and Alicia basketball courts may be reserved from 6 a.m. to 11 p.m. seven days per week.
  - e. Use of Athletic field lights is regulated by a Mitigating monitoring program in Bear Brand Park, La Paz Park, Niguel Hills Middle School, Crown Valley Elementary School and Rancho Niguel Park, as follows:
  - f. Bear Brand and La Paz Park: No game shall be scheduled past 9:30 p.m. to assure the lights are out by 9:45 p.m.
  - g. Niguel Hills Middle School: No game shall be scheduled past 9:30 p.m. to assure the lights are out by 9:45 p.m. During the Softball Main/Spring Season (end of January – end of June), lights at NHMS are allowed M-Th. and Saturday evenings ONLY (NO Friday field use permitted on NHMS Softball fields), and on the Softball fields ONLY. During the Main/Fall Soccer Season (mid-August – mid-December), lights at NHMS are allowed M-Sat. evenings ONLY, and on the Soccer Field ONLY. Sunday lights are not permitted at NHMS fields.
  - h. Crown Valley Elementary School and Rancho Niguel Park: No game shall be scheduled past 9:00 p.m. to assure lights are out by 9:15 p.m. During the Baseball Main/Spring Season (end of January - early July), lights at Rancho Niguel Park are allowed on the Baseball Field ONLY. During the Soccer Main/Fall Season, (mid-August – mid-December), lights are allowed on the Soccer Field ONLY. Sunday lights are not permitted at CVES or Rancho Niguel Park fields.
7. **HOLIDAYS**: Athletic facilities are not available for reservation on New Year's Day, Easter, 4th of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
8. **CODE OF ETHICS**: The CITY Code of Ethics provides guidelines for conduct to be adhered to by all participants using CITY Athletic Facilities, including: coaches, officials and spectators. A Code of Ethics will be distributed to all Sports and Recreation Leagues and individual permit applicants when use permits are issued. It is the responsibility of the Leagues and permit holders to provide a copy or convey the expectations of the Code of Ethics to all facility users, for example, enrolled players, coaches, parents and officials. Leagues are expected to maintain the order of players, coaches, parents and officials as stated in the Code of Ethics.



## C. FIELD ALLOCATION POLICY

GENERAL FIELD ALLOCATION POLICY STATEMENT: The CITY recognizes that youth and adult sports leagues in the CITY are conducted by various non-profit organizations that have an established history of providing valued services to the community. These organizations are members of the CITY's Sports Advisory Committee and have as their mission the provision of athletic activities for the residents of Laguna Niguel.

The activities they provide are open and available to the general public, regardless of ability level, and furthermore, at least 75% of the youth league participants are Laguna Niguel residents and at least 60% of the adult league participants are Laguna Niguel residents. In appreciation of this valued community service, the CITY allows, at a nominal charge, use of CITY athletic facilities by the Sports Advisory Committee member non-profit organizations to conduct their programs.

In recognition of the on-going CITY/Sports Advisory Committee organization partnerships for provision of youth and adult sports leagues for Laguna Niguel residents, the CITY recognizes the following Sports Advisory Committee organizations as the "designated lead" service provider for the various types of sports leagues that they conduct and the age groups that they serve. The following Sports Advisory Committee Non-Profit Sports Organizations will receive guaranteed first priority for field time needed to support league operations.

ORGANIZATION	AGES SERVED
Laguna Niguel Youth Soccer Association (LNYSA) *Note: Both boys and girls served	Youth ages 4-18 years
AYSO Soccer *Note: Both boys and girls served	Youth ages 4-18 years
Laguna Niguel Little League (Baseball) *To include Junior/Senior Divisions	Youth ages 5-16 years
Rancho Niguel Little League (Baseball) *To include Junior/Senior Divisions	Youth ages 5-16 years
Laguna Niguel Girls Softball	Girls ages 5-16 years
Niguel-Aliso NJB <i>and</i> Capo-Dana NJB *Youth Basketball (Both boys and girls served)	Youth 3 <sup>rd</sup> – 8 <sup>th</sup> Grade
South Orange County Jr, All-American "Patriots" Football *Note: Both boys and girls served	Youth ages 5-13 years
United States Youth Volleyball League (USYVL) *Note: Both boys and girls served	Youth ages 7 -15 years
YMCA Adult Softball *Note: Both men and women served	Adults 18 yrs. and older
Laguna Niguel Adult Coed-Soccer	Adults 18 yrs. and older
Laguna Niguel Bocce Club	Adults and Youth of all ages
Laguna Niguel Pickleball Club	Adults and Youth of all ages

Should one of the above “designated lead” organizations for its particular age group be forced to split or restructure its league operations due to population, enrollment or divisional restrictions/guidelines imposed by their national governing organization, and a new league or division for that particular age group is created due to the imposed restructuring/guidelines, then the “designated lead” organization title shall also apply to the new league/division created by these circumstances.

League expansions by a CITY recognized, “designated lead” sports organization from one age group into other age groups in which that organization is not the “designated lead” do not apply.

This policy is in no way intended to discourage or prohibit other groups or organizations from requesting and permitting athletic field time. Additional field requests will be evaluated and permits issued on a first come-first served, as available basis after CITY recognized, “designated lead” organizations are allocated field time needed to support league operations. If, in CITY Staff's judgment, enrollment should dramatically shift from a “designated lead” organization to another organization providing the same activity for the same age group, Staff shall have the option of reassigning the designated lead organization title to accommodate this shift in interest. Upon request, organizations shall submit League and Practice schedules to CITY Staff, as soon as they become available, to justify permitted field use times.

#### 1. SCHEDULING PRIORITIES

CITY sponsored or co-sponsored uses shall have precedence over all groups.

Organizations that normally play during a specific season will have priority for play during that time. If there is a case in which two different individuals/groups request the same facility and no prior permit has been issued, scheduling priority will then be determined in the following order:

- a. CITY sponsored or co-sponsored uses.
- b. Sports Advisory Committee, CITY designated, lead Youth Organizations.
- c. Sports Advisory Committee, CITY designated, lead Adult Organizations.

#### Sports Advisory Committee Adult Sports Organization Scheduling Priority Notes:

- YMCA Adult Softball shall not conduct Adult Softball Leagues at Chapparosa Park Ballfields #1 and #2 for the months of January through mid-June, yearly. Youth Baseball is granted first priority access to Chapparosa Park Ballfields #1 and #2 for practice and game needs.
- Little League Junior/Senior Divisions shall conclude standard league operations at Chapparosa Park Ballfields #1 and #2 by mid-June (except for All-Star practices which shall be scheduled around YMCA Adult Softball Leagues).
- Little League Junior/Senior Divisions shall not host post season tournaments at Chapparosa Park Ballfields #1 and #2. YMCA Adult Softball is granted first priority access to Chapparosa Park Ballfields #1 and #2 for Adult Softball League offerings, Mondays-Fridays after 6:30 p.m.

- Little League Junior/Senior Division and Club Baseball field use shall defer to and be scheduled around YMCA Adult Softball Leagues at Chapparosa Park Ballfields #1 and #2 for the months of mid-June through mid-December.
  - YMCA Adult Softball shall offer and conduct their Summer/Fall and Fall/Winter Seasons as follows (approximate 12 week seasons/10 game weeks (+) playoffs):
    - Summer/Fall: mid-June through mid-September
    - Fall/Winter: mid-September through mid-December
  - YMCA Adult Softball shall offer for their Fall/Winter Season **ONLY those same** leagues and nights which were utilized in the Summer/Fall Season (to provide on-going continuity for Youth Winter Ball/Club Baseball scheduling purposes).
- d. Laguna Niguel Youth Organizations (60% or higher residency rate).
 

Note: Participant/team rosters are required to verify Laguna Niguel residency rates. Failure to provide participant/team rosters shall result in non-resident organizational rates being assessed for field use and lighting fees.
  - e. Laguna Niguel Adult Organizations (50% or higher residency rate).
 

Note: Participant/team rosters are required to verify Laguna Niguel residency rates. Failure to provide participant/team rosters shall result in non-resident organizational rates being assessed for field use and lighting fees.
  - f. Private Resident/Laguna Niguel Business (recreational use).
  - g. Non-Resident Youth and Adult Organizations.
  - h. Resident Commercial Use.
  - i. Private Non-Resident/Non-Resident Business (recreational use).
  - j. Non-Resident Commercial Use.

In the event of conflict, the Recreation Director or designee reserves the right to reschedule any group. Scheduling of CITY Athletic Facilities for reserved uses and contractual recreational programs will be carried out at the discretion of the Recreation Director or designee, to serve the recreational needs of the general public.

## 2. GENERAL SCHEDULING PRIORITY INFORMATION

- a. Organizations that are flexible in their scheduling will have better success in the field allocation and permitting process.
- b. In the event of a use request conflict, CITY Staff will evaluate needs of organizations based on the number of players served in a block of time, level of play and type of field needed for a given time frame.
- c. Sports organizations requiring specific field specifications based on level of competition will be given priority. For example, Junior/Senior Division and/or Adult age teams would have priority on a Junior/Senior/Adult size field over a

Little League age team requesting a Junior/Senior/Adult size field.

- d. Preference will be given to competitive play on a competitive standard field over practice on a competitive standard field.
- e. Preference will be given to 2 teams sharing field space over single teams requesting field space.

3. SPORTS ADVISORY COMMITTEE FIELD ALLOCATION SUB-COMMITTEE

In the event that Staff and Sports Advisory Committee Organizations cannot come to agreement on scheduling that meets their needs, the matter may go before a Sports Advisory Field Allocation Sub-Committee for review.

Note: Field Allocation Sub-Committee applies to Sports Advisory Committee Member Organizations only.

- a. Purpose: Review permit requests and make recommendations for resolving scheduling conflicts regarding playing fields for Sports Advisory Committee Member Youth and Adult Organizations.

Note: The Sports Advisory Field Allocation Sub-Committee is designed to review permit request conflicts between the Sports Advisory Committee, CITY-recognized "designated lead" organizations for a designated age group only. League expansions by a CITY recognized "designated lead" sports organization from one age group into other age groups in which that organization is not the CITY recognized "designated lead", and the field permit request conflicts this situation could create is not an area of responsibility for the Field Allocation Sub-Committee.

- b. Meetings: Meet "as needed" to help resolve any conflicts regarding seasonal permit play allocations. CITY representative will notify the sub-committee and involved organization members of meetings. If needed, meetings will be held at an agreed time and place.
- c. Representation: Sports Advisory Field Allocation Sub-Committee will be made up of members of the Sports Advisory Committee as follows:

- 1 CITY Staff Member assigned to the Committee
- 1 At-Large Member
- 1 Member from a Non-Involved Adult Organization
- 1 Member from a Non-Involved Youth Organization

Note: "Non-involved" is defined as a member who is not associated with one of the organizations involved in the permit request conflict. Selection of Sub-Committee members will be made as needed.

#### 4. ATHLETIC FACILITY USER GROUPS/FEE STRUCTURE

User groups are defined as follows and form the basis for application of the fee schedule:

##### A. Laguna Niguel Sports Advisory Committee Youth & Adult Organizations.

- Examples: LNYSA, AYSO Soccer, Laguna Niguel and Rancho Niguel Little League, Laguna Niguel Girls Softball, Niguel-Aliso and Capo-Dana NJB Basketball, Patriots Football, USYVL, YMCA Adult Softball, Laguna Niguel Adult Co-ed Soccer League.
- Organizations must be members in good standing of the Sports Advisory Committee.
- CITY recognized Non-Profit Youth Organizations which are open to the general public, regardless of ability level, at little or no cost, with at least 75% Laguna Niguel Residents.
- CITY Recognized Non-Profit Adult Organizations which are open to the general public at little or no cost, with at least 60% Laguna Niguel Residents

##### B. Laguna Niguel Youth & Adult Organizations

- Organization/Group provides an opportunity for predominantly Laguna Niguel residents to participate in a recreational activity.
- Examples: Youth Club baseball/softball/soccer league teams, adult soccer/baseball/softball teams.
- Non-Profit Youth Organizations/Groups with at least 60% Laguna Niguel residents.
- Non-Profit Adult Organizations/Groups with at least 50% Laguna Niguel residents.
- Rosters are required to verify residency.

##### C. Private Resident or Laguna Niguel Business (Recreational Use)

- Private reservations coordinated by a Laguna Niguel resident or business for Recreation Use.
- Examples: Sports facility use by Residents for a family gathering, Company Softball game.

##### D. Non-Resident Youth and Adult Organizations

- Non-Profit Youth Organizations/Groups which have less than 60% Laguna Niguel residents.
- Non-Profit Adult Organizations/Groups which have less than 50% Laguna Niguel residents.

E. Resident Profit Use and Non-Resident Use

- For profit use of facilities by a Laguna Niguel Resident or Business located in Laguna Niguel.
  - Use of facilities by a Non-resident patron or business for Recreational or profit use.
5. MINIMUM TIME FOR RESERVED USE: Minimum time for reserved use of an athletic facility will be one (1) hour. A fraction of any hour used thereafter will be charged to the nearest ½ hour at half the hourly rate. No refunds will be issued for time reserved but not used.
6. FIELD PREPARATION TIME: Groups requiring field preparation time must include this time in their permit application.
7. PAYMENT OF FEES and FEE SCHEDULE: Payment of fees will be administered in accordance with the provisions of Section II.C. The fees for use of athletic fields are set forth in the CITY Athletic Fields Use Fees (Exhibit "E").
8. Where advance fees have been paid for reservations, the failure to submit the balance of the fees will result in loss of the reservation.
9. SECURITY/CLEANING DEPOSIT
- a. Applicants requesting Athletic Facilities for large events (tournaments, camps, clinics, or other athletic facility use that totals ten (10) hours or more per quarter) may be required to pay a facility security/cleaning deposit of \$100 per sports field to insure proper clean-up and to cover breakage, loss, turf or facility damage.
  - b. The deposit is due prior to facility use. This deposit or a portion may be forfeited if a field is left littered or damaged, or is used within 24 hours of rain. Once forfeited, the organization will be required to post a second deposit at double their original rate before it can continue use of the facilities. Security/cleaning deposits will be administered in accordance with the provisions of Section II – C & D.
10. PHOTOGRAPHY AND VIDEOTAPING OF EVENTS ON CITY ATHLETIC FACILITIES
- a. Sports Advisory Committee Youth Organization Picture Days: It is permissible for SAC youth organizations such as Little League, Girls Softball or LNYSA/AYSO Soccer to enter into an agreement with a photographer for League Picture Day ('s). Advance notice must be given to CITY staff.
  - b. Independent Photography and/or Videotaping: CITY requires a Commercial Vending/Photography Permit for photography and/or videotaping taking Place on City Athletic Facilities or public parks. Insurance requirements also apply, in accordance with the provisions of Section II – H. Vendor must carry approved CITY permit on site during photography/videotaping activities.

#### 11. ATHLETIC FACILITY CANCELLATION REFUNDS

- a. 15 Days or More: Cancellations made 15 or more calendar days prior to the event will result in a \$10 cancellation fee. All other payments will be refunded.
- b. Cancellations made less than 15 days but more than 48 hours before the event will forfeit one half of the athletic facility rental fee.
- c. 48 Hours or Less: Cancellations made less than 48 hours prior to rental will forfeit entire athletic facility rental fee.
- d. Groups not canceling will be charged all fees for the facility reservation, including light fees. Groups are responsible for notifying the CITY of any cancellation or change in their permitted/approved use of a facility.

12. TRANSFERS/CREDITS: Transfers or credits are allowed from one Athletic Facility to another if the Parks and Recreation Department office receives a minimum of five (5) business days' notice. Credits are good for six (6) months from original cancellation date.

13. CONTRACT INSTRUCTOR SPORTS PROGRAMS: Users desiring to conduct community sports activities, clinics, camps or exercise classes may enter into a contractual service provider agreement with the CITY pursuant to the terms and conditions contained in Section IV.

#### 14. FACILITY ALTERATIONS/DAMAGE

- a. Athletic Facilities shall be left by the user in the same condition as they were in prior to the use of the facility.
- b. Any person or group causing property or equipment damage will be required to pay for same. Until payment is received, CITY shall have the right to cancel the group's User Permit and reject future applications for a User Permit.
- c. Under no circumstances is equipment to be removed from CITY Athletic Facilities without written permission of Parks Director or designee.
- d. Any improvements or changes to Athletic Facilities (examples: installing fencing, bleachers/seating, scoreboards, goals/goal posts, etc.) must have prior written permission of Parks Director or designee.
- e. Tampering with lighting systems, irrigation systems or any other equipment at any CITY Athletic Facilities may result in User Permit cancellation at any time.

15. USE OF AMUSEMENT TYPE EQUIPMENT: Use of amusement type equipment, (i.e. bounce houses, dunk tanks, etc.) on CITY Athletic and/or Park Facilities is only allowed by Sports Advisory Committee Youth Sports organizations, select non-profit organizations (Boy Scouts, Girl Scouts, YMCA, CITY approved special events) and Capistrano Unified School District groups, and only with prior CITY approval and appropriate insurance.

## **D. BATTING CAGE USE POLICY**

The City of Laguna Niguel (CITY) recognizes that youth baseball and softball leagues in the CITY are conducted by various non-profit organizations that have an established history of providing a valued service to the community. These organizations are charter members of the CITY's Sports Advisory Committee and have as their mission the provision of athletic activities for the residents of Laguna Niguel. The activities they provide are open and available to the general public and, furthermore, at least 75% of the youth league participants are Laguna Niguel residents. In recognition of the provision of this valued community service and as part of a partnership with the Sports Advisory Committee Member youth leagues, the CITY provides batting cages as an additional field amenity for use by the leagues, as part of their general baseball/softball field permits during their Main/Spring and Winter ball Seasons (including all League/District Tournaments and/or All-Star activities).

Sports Advisory Committee youth leagues are hereby granted CITY permission to lock/secure Batting Cages in a manner that protects league owned equipment permanently housed in those cages, and to issue keys to authorized league representatives, coaches and personnel for league administered access to the batting cages. The CITY will not issue keys, nor permit use of any batting cage where league owned equipment is permanently housed, to anyone other than an authorized league representative, without the consent of the leagues who own the batting cage equipment.

Batting cages which do not house league owned equipment, namely the Moulton Elementary School Ballfields Batting Cage and the Rancho Niguel Ballfield Batting Cage, shall remain unlocked at all times (except during periods of cage netting maintenance/renovations or other periods as deemed appropriate by staff) and accessible for use by the general public on a first come-first served basis, provided that no Sports Advisory Committee youth league use of the cage is taking place as part of their general baseball/softball field permit. In this case, the batting cage would be considered permitted to the Sports Advisory Committee youth league as part of their general field permit.

## **XII. RESERVED USE OF BASKETBALL COURTS**

### **A. GENERAL REGULATIONS**

Reserved use of any Basketball Court(s) shall require an approved CITY Use Permit.

The following CITY basketball facilities are NOT re-servable:

1. Marina Hills Park Basketball Courts
2. Hidden Hills Park Basketball Court

The El Lazo Basketball Courts (4) and Alicia Basketball Court (1) are available for year round reserved use by the Sports Advisory Committee NJB Youth Basketball Organizations for practices and games (as needed). The El Lazo and Alicia Basketball Courts may also be reserved, year round, for use by other groups/organizations as well as the general public.



The Basketball Courts at Chapparosa Park (2 of 3 courts) and Ocean Breeze Park (1) are available for in-season (yearly: October through March) reserved use by the Sports Advisory Committee NJB Youth Basketball Organizations ONLY, and for practices ONLY.

## **B. BASKETBALL COURT ALLOCATION POLICY STATEMENT**

The CITY recognizes that youth basketball leagues serving Laguna Niguel residents are conducted by two (2) non-profit, National Junior Basketball (NJB) organizations that have an established history of providing a valued service to the community. They are:

- Niguel-Aliso NJB
- Capo-Dana NJB

These organizations are represented members of the CITY's Sports Advisory Committee and have as their mission the provision of athletic activities for the residents of Laguna Niguel and surrounding communities. The activities they provide are non-profit and open and available to the general public, regardless of ability level. In appreciation of this valued community service, the CITY allows, at a nominal charge, reserved use of CITY Basketball facilities by these Sports Advisory Committee member non-profit organizations to conduct their programs.

In recognition of the on-going CITY/Sports Advisory Committee organization partnerships for provision of youth basketball leagues for Laguna Niguel residents, the CITY recognizes *Niguel-Aliso NJB and Capo-Dana NJB* as the "designated lead" service providers for youth basketball in Laguna Niguel. *Niguel-Aliso NJB and Capo-Dana NJB* shall receive guaranteed first priority for available basketball court time needed to support their league operations.

This policy is in no way intended to discourage or prohibit other groups, organizations or individuals from requesting reserved basketball court time. Additional basketball court requests will be evaluated and permits issued on a first come, first served, as available basis after CITY recognized, "designated lead" organizations secure court time needed to support league operations.

If, in CITY staff's judgment, Laguna Niguel Resident enrollment should dramatically shift from a "designated lead" organization to another organization providing the same activity for the same age group, staff shall have the option of reassigning the "designated lead" organization title to accommodate this shift in interest. Organizations shall submit Practice and Game schedules to CITY staff, as soon as they become available, to justify permitted times.

If one of the above "designated lead" basketball organizations is forced to split or restructure its league operations due to population/enrollment restrictions imposed by

their national governing organization, and a new league for that organization is created due to the imposed restructuring, then the “designated lead” organization title shall also apply to the new league created by these circumstances.

## **C. PERMITTING ALLOCATION PROCEDURE**

(Permitting to and among the “Designated Lead” Youth Basketball Organizations)

Between and amongst the two Sports Advisory Committee organizations, available practice and game (as needed) time slots at the various reservable basketball court locations will be allocated and permitted on a percentage basis.

Percentage of total available time slots permitted will be directly based on, and will directly correlate to, each organization’s percentage of the total number of Laguna Niguel Residents enrolled and playing basketball within the two groups.

*For Example: If there are 500 total Laguna Niguel residents playing youth basketball among the two “designated lead” organizations and each organization’s enrollment accounts for 250 (or one-half) of those Laguna Niguel resident participants, then each organization shall be awarded one-half of the available basketball court time.*

PRIOR TO EACH SEASON’S COURT ALLOCATIONS, THE TWO “DESIGNATED LEAD” YOUTH BASKETBALL ORGANIZATIONS SHALL SUBMIT MASTER ENROLLMENT LISTS TO STAFF, COMPLETE WITH NAMES AND ADDRESSES OF ALL ENROLLED PARTICIPANTS. Staff will then use these master lists to determine the Laguna Niguel residency percentages for each organization. \*BLOCKS OF TIME SLOTS WILL BE PERMITTED TO EACH ORGANIZATION WHICH WILL THEN ASSIGN THE SLOTS TO THEIR INDIVIDUAL TEAMS.

## **D. SCHEDULING PRIORITIES**

***\*Applies to the El Lazo and Alicia Basketball Courts ONLY***

CITY sponsored or co-sponsored uses shall have precedence over all other groups at all re-servable basketball facilities. Basketball Courts at Marina Hills Park and Hidden Hills Park are non-re-servable. Basketball Courts at Chapparosa Park and Ocean Breeze Park are re-servable by Sports Advisory Committee non-profit youth organizations ONLY.

In regards to the El Lazo and Alicia Basketball Courts, if there is a case in which two different organizations/groups/individuals request reserved use of the same basketball

court(s) and no prior permit has been issued, scheduling priority will then be determined in the following order:

- (1) CITY sponsored or co-sponsored uses.
- (2) Sports Advisory Committee, CITY “designated lead” Youth Basketball Organizations.
- (3) Private Laguna Niguel Resident/Laguna Niguel Business recreational use.
- (4) Laguna Niguel based Youth Basketball Organizations/Groups (60% or higher residency rate).
- (5) Laguna Niguel Based Adult Basketball Organizations/Groups (50% or higher residency rate).
- (6) Non-Resident based Youth and Adult Basketball Organizations/Groups
- (7) Laguna Niguel Resident/Business Commercial Use.
- (8) Non-Resident Recreational/Commercial Use.

In the event of conflict, the Recreation Director or designee reserves the right to reschedule any group. Scheduling of reserved uses and contractual recreational programs will be carried out at the discretion of the Recreation Director or designee in a fair and equitable manner, to serve the recreational needs of the general public.

## **E. AVAILABLE BASKETBALL COURT RESERVATION TIMES**

### **1. El Lazo and Alicia Basketball Courts**

Available Reservation Times for the El Lazo and Alicia Courts are as follows:

Monday through Friday	6:00am - 11:00pm
Saturday	6:00am - 11:00pm
Sunday	6:00am - 11:00pm

### **2. Chapparosa Park and Ocean Breeze Park Basketball Courts**

*\*In-season (October-March) reserved use by Sports Advisory Committee non-profit youth organizations ONLY, and for practices ONLY.*

Available Reservation Times for the Chapparosa and Ocean Breeze Park Courts are as follows:

Monday through Friday	3:00 p.m. - dusk
Saturday	12:00 noon - dusk

Sunday

None

\*NOTE: Only two of the three courts at Chapparosa Park are allowed to be reserved at any one time. At least one court shall remain available for "first come, first served" use at all times.

## **F. BASKETBALL COURT FEE STRUCTURE**

1. Fees for the reservation of basketball courts are set forth in Exhibit G.
2. General reservation rules
  - a. Basketball Courts are reserved on a FULL Court basis.
  - b. Minimum time for reserved use of a basketball court will be one (1) hour. A fraction of any hour used thereafter will be charged to the nearest ½ hour at half the hourly rate. No refunds will be issued for time reserved but not used.
  - c. Organizational rosters are required to verify Laguna Niguel residency rates.
  - d. Where advance fees have been paid for reservations, the failure to submit the balance of the fees will result in loss of the reservation.

## **XIII. PICNIC SHELTER POLICY**

### **A. General Statement**

Picnic shelters and tables are available to the public on a first come, first served basis only. These facilities are not re-servable by the general public.

Picnic sites are only re-servable by Sports Advisory Committee Youth Sports Organizations, select resident non-profit youth organizations (examples: Boy Scouts/Girl Scouts, YMCA) and Capistrano Unified School District Groups.

### **B. General Rules for Use of Picnic Sites**

1. All picnic tables are available on a first come, first served basis at no charge.
2. No alcoholic beverages are allowed.

3. Prior written permission is required for catering of any picnic site.
4. Use of bounce houses, dunk tanks, and other amusement type of equipment is not permitted on any picnic facility.
5. Decorations are allowed, but can only be attached using string, ribbon or masking tape. Staples and tacks are not permitted. All decorations must be removed after the event.
6. Prior written permission is required if tables, chairs, temporary shelters or any other equipment is to be set up on the grass areas of any picnic site.
7. No amplified music or sound is permitted without prior written approval.
8. All parking signs and restrictions must be observed and obeyed. Parking is allowed in designated parking areas only. Parking is prohibited on grass, sidewalks or near red curbs.

#### **XIV. VENDING, PHOTOGRAPHY AND VIDEOTAPING PERMITS**

- A. A Vending Permit must be obtained in order for a user group to either provide for a commercial enterprise to sell food, beverages, or products at a group's event, or for the group to sell food, beverages, or products. Fees for such a permit are set forth in the CITY Facilities Use Fees (Exhibit "F").
- B. A Photography Permit must be obtained in order for a user group to provide for photographing an event either by use of a commercial photographer or by providing the photography services itself. Fees for such a permit are set forth in the CITY Facilities Use Fees (Exhibit "F").
- C. Videotaping Permit must be obtained in order for a user group to provide for videotaping an event either by use of a commercial vendor or by providing the videotaping services itself. Fees for such a permit are set forth in the CITY Facilities Use Fees (Exhibit "F").
- D. User groups desiring to obtain a vending/photography/videotaping permit shall submit an application in essentially the form set forth on the Vending/Photography/Videotaping Permit.

## CITY FACILITIES USE FEE EXHIBITS (A-I)

### **EXHIBIT A: CROWN VALLEY COMMUNITY PARK**

#### **A. Rental Fees and Security Deposits**

FACILITY	GROUP I	GROUP II	GROUP III
RENTAL FEES:			
View Room	\$20/hr.	\$40/hr.	\$60/hr.
Patio Room	\$10/hr.	\$20/hr.	\$30/hr.
Kitchen	\$5 for coffee and beverage use. \$20 for full kitchen use reserved in conjunction with room rental. (The \$20 fee is required for potluck or catered events.)		
CLEANING/SECURITY DEPOSIT:			
View Room	\$300	\$300	\$300
Patio Room	\$100	\$100	\$100
Security Guard	Actual cost of contract services. Cost to be determined at the time of reservation.		

All facility rentals are for a minimum of two (2) hours.

#### **B. User Groups: (These definitions apply to groups renting any CITY/LNCSD facility.)**

**GROUP I:** Resident-Non-Profit/Governmental/Community Interest: In order to qualify for status as a resident non-profit group, 60% of the attendees must be Laguna Niguel residents. This group includes the following:  
Recognized non-profit senior citizen, adult or youth groups providing social or recreational activities that are open to the general public at little or no cost, government organizations, and public educational groups. Examples are AYSO, Little League, Pony League and other athletic organizations, Girl Scouts or Boy Scouts, Senior Clubs other than the Laguna Niguel Senior Citizens Club, Laguna Niguel Woman's Club, Laguna Niguel Chamber of Commerce, Laguna Niguel public and private schools, PTAs, groups formed to discuss issues of local or regional significance, such as transportation, air quality, airport issues.

GROUP II: Resident Private Parties/Non-Resident-Non-Profit: This group includes the following: Resident private parties organized by individuals or organizations, e.g., family reunion. Resident religious or commercial groups sponsoring a social activity such as a holiday gathering or potluck. Resident homeowners associations. Non-resident-non-profit groups.

GROUP III: Non-Resident/Resident Commercial or Professional: This group includes the following: Private parties organized by non-resident individuals or organizations. Non-resident religious or commercial groups sponsoring a social activity such as a holiday gathering or potluck. Resident or non-resident commercial or professional groups conducting professional meetings or workshops for which admission is charged or for which the ultimate goal is to make a profit for the individual or organization represented.

C. Community Night:

Thursday nights shall be reserved as Community Night. During these nights, use of the facility shall be reserved solely for the use of Group 1 organizations with the exception of one contract class. Staffing fees shall be waived for Group 1 organizations on Community Nights.

**EXHIBIT B: CROWN VALLEY COMMUNITY PARK SWIMMING POOL**

<b>Swim Lesson Fees</b>	
Group – Resident	\$65
Group - Non Resident	\$80
Private - Resident	\$75
Private - Non Resident	\$90

<b>Daily Admission and Annual Pass Fees</b>				
	<b>Adult</b>	<b>Senior</b>	<b>Child</b>	<b>Summer Child (Memorial Day- Labor Day)</b>
Daily	\$4.00	\$3.00	\$3.00	
Annual Resident	\$240	\$140	\$140	\$50
Annual Non-Res	\$320	\$210	\$210	\$70

<b>Pool Rental Fees</b>	
<b>Group</b>	<b>Fee</b>
Commercial Groups (per hour)	\$150
Private Parties (includes 2 Guards)	
2 Hour Minimum	\$200
Additional Staff Required 76 - 100 people - 1 additional Guard 101 - 150 people - 2 additional Guards 150+ - 3 additional Guards	\$30 each
Each Additional Hour	\$100
Aquatic Special Events 8 a.m. to 5 p.m. (inc. 7:30 a.m. set up) Additional hours Permit violations Food on deck violation	\$265 per day \$35 \$30 per half-hour \$50, plus cost of clean-up



Swim Team, Organizes Sports or Special Events Meeting on Regular Basis, Non-Commercial, 40 person Maximum) 4 times per quarter 10 times per quarter 1 time reservations (2 hour minimum)	\$35 per hour \$30 per hour \$65 per hour
Cleaning and Security Deposit	\$300

<b>Other Pool Fees</b>	
Locker rental	\$0.25
Lost Key	\$10
Re-issuance of Lost or Stolen Pass	\$5
Rental of lower Patio room in conjunction with pool rental	\$35 per day \$50 per weekend (2 days, 8 hours per day) \$5 per extra hour.
Laguna Niguel School Groups with permit	\$2 per child
Contract instructor share (City/Contractor)	30% / 70%

**EXHIBIT C: CROWN VALLEY COMMUNITY PARK AMPHITHEATER FEES**

Group	Fee
Non-Profit Groups:	
City of Laguna Niguel	\$10/hour
Non-Resident	\$30/hour
Refundable Cleaning/Security Deposit	\$50/hour
Private Groups:	
Resident	\$25/hour
Non-Resident	\$50/hour
Refundable Cleaning/Security Deposit	\$50/hour

Use of facility cannot exceed two (2) hours.

Non-Profit youth organizations with security deposits on file will not have to post a second deposit for use of the amphitheater.

Groups will be responsible for any damage, repair or clean up required.

## **EXHIBIT D:      SEA COUNTRY SENIOR AND COMMUNITY CENTER**

### **NON-PROFIT**

#### **Resident**

Room	Hourly Rate
Full Ballroom	\$80
Half Ballroom	\$50
Meeting Rooms	\$30

#### **Non-Resident**

Room	Hourly Rate
Full Ballroom	\$120
Half Ballroom	\$80
Meeting Rooms	\$50

### **PRIVATE PARTY**

#### **Resident**

Room	Hourly Rate
Full Ballroom	\$120
Half Ballroom	\$80
Meeting Rooms	\$50

#### **Non-Resident**

Room	Hourly Rate
Full Ballroom	\$150
Half Ballroom	\$100
Meeting Rooms	\$60

# COMMERCIAL

## Resident

Room	Hourly Rate
Full Ballroom	\$160
Half Ballroom	\$100
Meeting Rooms	\$60

## Non-Resident

Room	Hourly Rate
Full Ballroom	\$200
Half Ballroom	\$120
Meeting Rooms	\$70

Note: Hourly room rental fees will be charged for all time used, including patron's preparation and clean-up time.

Other Fees	
Kitchen	\$50 (Non-Profit/Private Party rentals) \$75 (Commercial rentals)
Coffee Service	\$20
Security Guard Services	Actual cost of contract service (est. \$18 - \$21 per hour)
Janitorial Services	Actual cost of contract service (est. \$100)
Special Event Insurance	Actual cost of insurance. Varies by type of use.
Additional Staff	Actual cost of staff (est. \$15 per hour)
Unauthorized extension of time	\$100, plus hourly rate for any time over 30 minutes
Failure to clean properly	\$50 minimum
Deposits	Full Ballroom - \$500 Half Ballroom - \$300 All other rooms - \$100 Activities including use of alcohol - \$500

<b>Fee Exemptions</b>
Laguna Niguel Senior Citizens Club, 9 am to 4 pm weekdays, Niguel Botanical Preserve
Rentals may be available for early morning hours (before 9 a.m.) on weekdays in special circumstances as determined by the City Manager. Fees will be reduced by 25% for these uses.
Community Night. Tuesday nights shall be reserved as Community Night. Use of facility shall be reserved solely for the use of Resident non-profit organizations (including local non-profits, schools, churches, homeowners associations, government organizations). Fees will be reduced by 25% for these uses.

## **EXHIBIT E:      ATHLETIC FIELDS**

<b>USER GROUPS:</b>	(A) Laguna Niguel Sports Advisory Committee Youth & Adult Organizations	(B) Laguna Niguel Youth & Adult Organizations	(C) Private Resident/ Laguna Niguel Business  <i>*Recreational Use</i>	(D) Non-Resident Youth & Adult Organizations	(E) Resident Profit Use and Non-Resident Use
<b>TYPES OF FIELDS:</b>					
Soccer Field	Youth: \$3/hr Adult: \$12/hr	Youth: \$8/hr Adult: \$15/hr	\$15/hr	Youth: \$25/hr Adult: \$50/hr	\$50/hr
Lights	\$22/hr	\$24/hr	\$24/hr	\$30/hr	\$30/hr
Little League/ Girls Softball Field	Youth: \$3/hr Adult: \$12/hr	Youth: \$8/hr Adult: \$15/hr	\$15/hr	Youth: \$25/hr Adult: \$50/hr	\$50/hr
Lights	\$10/hr	\$12/hr	\$12/hr	\$15/hr	\$15/hr
Jr./Sr. Div. Baseball/ Adult Softball Field	Youth: \$3/hr Adult: \$12/hr	Youth: \$8/hr Adult: \$15/hr	\$15/hr	Youth: \$25/hr Adult: \$50/hr	\$50/hr
Lights	\$18/hr	\$24/hr	\$24/hr	\$30/hr	\$30/hr

**EXHIBIT F:      VENDING/PHOTOGRAPHY/VIDEOTAPING PERMIT FEES**

PERMIT	FEE
Commercial Event Vending Permit (Special Events)	\$50/day
Commercial Event Vending Permit	\$25/day
Non-Profit Vending Permit	\$20/day or \$30 per weekend or 2-day permit
Commercial Photography Permits:	
a.      Still photography	\$150/day
b.      Motion picture/video	\$300/day (if tape shot between 8 a.m. and 6 p.m. plus \$30/hour additional for earlier or later hours)

For all vending and photography permits a \$300 cleaning/security deposit is required. If any vehicles are required on turf area, the security deposit is \$1,000.

## EXHIBIT G: BASKETBALL COURT FEES

	EL LAZO and ALICIA Basketball Courts	CHAPPAROSA PARK and OCEAN BREEZE PARK Basketball Courts
<b>(A)</b> Laguna Niguel Sports Advisory Committee Youth Basketball Organizations	\$2/hr. (Court Use Fee) \$2/hr. (Light Fee)	\$2/hr. (Court Use Fee)
<b>(B)</b> Laguna Niguel Resident/Business  <i>*Recreational Use</i>	\$4/hr. (Court Use Fee) \$2/hr. (Light Fee)	N/A Courts reservable by Group A only
<b>(C)</b> Laguna Niguel Youth & Adult Basketball Organization Use  <i>*Youth: 60% + L.N. Residents</i> <i>*Adult: 50% + L.N. Residents</i>	Youth: \$4/hr. Adult: \$6/hr. (Court Use Fees)  Youth & Adult: \$2/hr. (Light Fee)	N/A Courts reservable by Group A only
<b>(D)</b> Non-Resident Youth & Adult Basketball Organization Use  <i>*Youth: Less than 60% L.N. Residents</i> <i>*Adult: Less than 50% L.N. Residents</i>	Youth: \$6/hr. Adult: \$10/hr. (Court Use Fees)  Youth & Adult: \$4/hr. (Light Fee)	N/A Courts reservable by Group A only
<b>(E)</b>	\$14/hr. (Court Use Fee)	N/A

Laguna Niguel Resident Profit Use & Non-Resident Use	\$6/hr. (Light Fee)	Courts reservable by Group A only
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## **EXHIBIT H: LAGUNA NIGUEL SKATE PARK FEES**

	<b>Annual Pass</b>	<b>Daily Pass</b>
Resident	\$30	\$10
Non-Resident	\$60	\$10

## **EXHIBIT I: CONTRACT CLASSES**

Contract classes are charged on a 30%/70% split, with 30% payable to the City of Laguna Niguel. 30% payment is due on the 7th the month after class has ended. If registration fees are collected by the Parks and Recreation Department, 70% is made payable to the contractor 2 - 4 weeks after the class ends.

Late Fee	\$25 per week
Key Deposit	\$50





# Parks and Recreation: Facilities Use Policy

CROWN VALLEY COMMUNITY CENTER AND CROWN VALLEY PARK  
FACILITIES

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**PARKS AND RECREATION  
FACILITIES USE POLICY:  
CROWN VALLEY COMMUNITY CENTER  
AND CROWN VALLEY PARK FACILITIES**

**COUNCIL POLICY  
Revised: 02/11/20**

The City of Laguna Niguel (“CITY”) makes facilities available to the public for recreational, social, civic, commercial and private activities which are of interest and need to the community. The Parks and Recreation Facilities Use Policy is established to provide an effective framework for the administration of facility use at Crown Valley Park by providing equitable and fair access to all users and ensuring that facility use aligns with the City’s mission, vision, values, ordinances and policies.

Specific rental/use procedures for each facility will be made available during the reservation process.

Please note that Athletic facilities, Laguna Niguel Aquatics Center, Skate and Soccer Park, Sea Country Senior and Community Center and City Hall are not governed by this policy.

#### **A. GENERAL RULES AND REGULATIONS**

1. Smoking, vaping, e-cigarettes, drugs or narcotics are prohibited at all CITY facilities and parks.
2. Foliage, landscape and structures shall not be defaced, destroyed or removed.
3. Rubbish, garbage and litter must be deposited in designated receptacles.
4. Barbecues are only allowed on CITY provided grills. No open personal grills or open fires permitted.
5. Firearms, weapons, fireworks, fog machines or similar smoke making devices are prohibited.
6. Amplified sound is not permitted at any facility without prior written approval and must comply with all CITY codes. The appropriate level of amplified music will be determined by the facility staff and may not interfere with regular operations or impact residential neighborhoods.
7. Golf, archery, ice blocking and the flying of motor driven or fuel propelled airplanes, rockets, missiles, drones, parachuting, remote control planes and

cars, etc., are prohibited, except at such time and place as may be designated by the Parks and Recreation Director or designee.

8. Amusement type equipment such as bounce houses, inflatables, and dunk tanks are not permitted.
9. Dogs must be on a leash not to exceed six (6) feet in length. Owners are required to clean-up after their dogs.
10. Pets are not permitted inside any CITY facility except under the ADA, service animals (dogs) that are individually trained to perform tasks for people with disabilities are permitted.
11. CITY parks are open 6:00 a.m. to 10:00 p.m. (exceptions are noted in the Athletic Facilities Use Policy.)
12. Use of the facilities does not imply endorsement or sponsorship of the event by the CITY. All publicity for events and programs must be approved by CITY prior to distribution.
13. All parking signs, restrictions, and laws must be observed and obeyed. Reservation of any CITY facility does not guarantee any amount of parking.
14. CITY is not responsible for lost or stolen items.
15. Motor vehicles are only permitted on approved roads, and designated parking areas.
16. The CITY reserves the right to photograph events for promotional purposes.
17. CITY Recognized Holidays:  
Crown Valley Community Center, Sprayground, Valley Plaza and Amphitheater are not available for reservations on the following holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - President's Day
  - Easter
  - Memorial Day
  - Fourth of July
  - Labor Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  - New Year's Eve

## B. RESERVED USE OF CROWN VALLEY PARK FACILITIES

Reserved use is defined as the permitted use of a facility for one or more occasions.

### 1. Applications

In order to reserve a Crown Valley Park CITY facility, a completed application and acknowledgement of additional rules and regulation must be submitted for consideration. A reservation is not confirmed until the CITY has issued an approved user permit and a deposit is accepted. Permits may not be transferred, assigned or sublet.

### 2. Reservations

- a. Reservation of Crown Valley Park CITY facilities may be made up to one-year in advance.
  - i. An organization, group or individual cannot reserve CITY facilities more than 16 times in one calendar year, not to exceed more than two reservations in one month.
  - ii. No permanent rental or assignment of CITY facilities shall be made to any individual or organization. Exceptions will be made, and no fees will be charged for:
    - Chamber of Commerce monthly breakfasts
    - Niguel Botanical Preserve monthly board meetings
    - Niguel Botanical Preserve Annual fundraising event

CITY reserves the right to prioritize availability for CITY use.

#### b. Responsible Parties

- i. Reservations of facilities are available to persons who are 21 years of age or older.
- ii. The permit holder will be the main point of contact and responsible for the use, clean-up and condition of the facility.
- iii. Permit holder must be in attendance for the entire event.

#### c. Deposits, Payments and Fees

##### i. Deposits

- A conditionally refundable deposit is required to reserve a Crown Valley Park CITY facility. All deposits are in addition to rental fees and will be refunded after the event if all terms and conditions of permit are adhered to.
- If payment is not made in the allotted time, the reservation will be cancelled, and deposit will not be refunded.
- The permitted space must be cleaned and returned in reasonable condition including but not limited to clean-up of decorations, wiping spills, and disposing of trash.

- Any clean-up, repairs, or replacements will be at the cost of services and/or equipment, plus 20%.
    - a. A minimum charge for clean-up will be \$50 per hour.
- ii. Payments
  - One-Time Facility Use
 

A minimum of 50% of the total rental fee and 100% of the security deposit is due when the application is approved. The remaining payment is due thirty (30) business days prior to the proposed use. If reservation is made less than ten (10) business days prior to scheduled use date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.
  - On-Going Facility Use
 

A security deposit must be paid at the time the application is approved. The remaining payment is due ten (10) business days prior to the starting date of each proposed use. If reservation is made less than ten (10) business days prior to scheduled starting date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.
- iii. Fees
  - City Council adopted facility use fees are provided in designated user fee schedules.
  - Staffing Surcharge
 

Additional staffing fees will be assessed based upon the rental needs and requirements of the application.
  - Rental Permit Revisions
 

A \$50 administrative fee will be applied for any permitted event date changes.
  - Unauthorized Rental Extension Penalty Fee
 

For every thirty (30) minutes a rental exceeds the permitted time the following fees apply:

    - i. \$100 Penalty Fee
    - ii. Hourly Staffing Fees
    - iii. Hourly Room Rental Rates
- iv. Resident Non-Profit Fee Waiver Eligibility
 

Qualifying resident based 501(c) organizations with an ongoing facility use of more than eight (8) occurrences per year, may qualify for a fee waiver of the regular rental fee up to one time per quarter.

d. Rental Cancellation

Cancellations must be received in writing prior to the specified rental date. A \$75 fee will be charged in addition to all the following:

- i. 90 Days or More: All deposits and fees will be refunded in full.
- ii. 89 Days to 31 Days: Forfeiture of 50% of the room rental fee.
- iii. 30 Days or Less: Forfeiture of 100% of the room rental fee.

e. Facility Use Denial and Revocation

Facility use may be denied or revoked by the CITY Parks and Recreation Director or designee based on any of the following:

- i. Unavailability of requested times.
- ii. Hazardous conditions of the facility.
- iii. Maintenance or emergency repairs.
- iv. Any person or group with an outstanding balance due to the CITY.
- v. Past violations by applicant of CITY regulations pertaining to use of facilities.
- vi. If the activity is not compatible with accepted legal and moral standards, and/or detrimental to the best interest of the CITY.
- vii. If any requirements of the user permit regulations are not met.
- viii. Misrepresentation of use/user/falsification of documents.
- ix. Inadequate supervision.

If a permit is revoked, use denial is effective for one (1) year. After one (1) year, the applicant may appeal to the CITY Parks and Recreation Director or designee for issuance of a new permit.

3. Scheduling Priorities

CITY sponsored, co-sponsored and government agency events have priority over all other groups. In the event of conflict, the Parks and Recreation Director or designee may reschedule any group.

4. Definition of User Groups

A Laguna Niguel resident permit holder must have a physical address (not a P.O. or other business name) within the CITY limits and provide proof of residency with photo ID and current utility or service bill.

Facility fees are charged to the permit holder based on the applicant user group for which the event serves or benefits.

Groups are classified into two categories:

<u>Resident</u>	<u>Non-Resident</u>
Non-Profit 501(c)	Non-Profit 501(c)
Private	Private
Commercial	Commercial

The categories are further defined as:

Non-Profit 501(c): All non-profit organizations must submit proof of status (federal and/or state tax exemption determination letter required.)

Private Party: Any person or non-commercial entity reserving a facility for a non-commercial/non-monetary event for themselves, their minors or their immediate family members, e.g. birthday party, wedding reception, family reunions.

Commercial: Any person, organization, and/or company reserving a facility for use by or for commercial/business entity or requires attendees to pay an admission, pay for goods or services, or generating sales leads.

- i. Resident Permit Holder: Business name and address must be within the CITY limits of Laguna Niguel, CA 92677

5. Youth Parties and Functions

One adult chaperone (21 years or older) will be required for every ten youth (17 years or younger) in attendance. Fifty percent (50%) of the chaperones must be parents or legal guardians of the youth in attendance. A list of chaperones and their corresponding ten youth is required.

6. Alcoholic Beverages

a. Conditions of Use

- i. An alcohol deposit is required for all groups/organizations serving/selling alcohol.
- ii. Liquor Liability insurance requirements are determined based on the CITY's risk assessment of the event.
- iii. Injuries or damages caused to any person or facility as a result of alcoholic beverages being served, consumed or available on the CITY's premises, shall be the sole responsibility of the permit holder.



- b. Requirements for Selling Alcohol
  - i. Applicants who would like to sell alcohol must apply for an Alcoholic Beverage Control (ABC) Use Permit from the County of Orange. A copy of the ABC permit must be submitted to the CITY.
  - ii. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including the rules and regulations of the Alcoholic Beverage Control Commission.
- c. Restrictions on Use of Alcohol
  - i. The CITY requires permit applicant to specify the type of alcohol being served before permit approval.
  - ii. The consumption of alcoholic beverages is limited to the room(s)/spaces listed on permit. No alcohol is allowed in the restrooms, hallways, kitchen or parking lots.
  - iii. Bringing your own bottle of alcohol to any event is not permitted.
  - iv. No additional alcohol may be brought into the facility once the event has commenced.
  - v. All alcohol must be consumed from a clear container provided by a server, age 21+, at a bar.
  - vi. Alcohol servers are not permitted to consume alcohol.
  - vii. Bottles must remain in the kitchen or behind a bar. Exception: host served wine or champagne. Champagne must be opened in the kitchen or away from the general public.
  - viii. Alcohol may not be served, sold or consumed without security guard present.
  - ix. Alcohol service is limited to a maximum of five (5) hours and may not be served during the designated set-up or clean-up period.
  - x. The service of alcoholic beverages must end one hour prior to the end of the event.
  - xi. Alcohol will not be approved for youth parties or events honoring youth. A youth event is classified as an activity where more than 50% attending are under 21 or a party or program honoring someone under 21.
  - xii. If minors are found to be in possession of alcoholic beverages, the activity will be terminated immediately, and deposits will be held.

## 7. Security Services

The CITY reserves the right to require security guard services at any activity held in CITY facilities at the applicant's expense.

- a. Non-alcoholic events: One guard for up to 150 in attendance, per CITY discretion.

- b. Alcoholic events: One guard for up to 100 attendees; two guards for 101-200 attendees; three guards for 201-300 attendees, per CITY discretion.

CITY sponsored or co-sponsored events are exempt and do not require security guards.

8. Insurance

Permit holder may be required to provide liability insurance for reservations. Insurance requirements are determined based on the CITY's risk assessment of the event and vary by the type of event/activities/uses, facility location, and number of anticipated guests. Requirements are subject to change without notice.

The insurance certificate must meet CITY requirements, name the CITY, and their officers, employees and agents as additionally insured and cover all activities associated with the use of CITY facilities.

9. Capacity Uses

Users must adhere to the maximum capacity use of CITY facilities, as determined by State and CITY codes, ordinances and regulations.

10. Storage

CITY does not provide storage and reserves the right to remove any remaining items from the premises or stored at the owner's expense, including administrative costs to dispose of unclaimed property.

11. Decorations

Decorating time must be included in the approved rental time. Nails, staples, tacks, tape or anything that may damage the building shall not be permitted. Candles, open flames, confetti, glitter, straw, hay, bird seed, rice, bubbles, petals, and other granular surfaces are not permitted. Prior approval must be obtained for the use of helium balloons and a fee will be charged for the removal of any/all balloons which remain in the vaulted ceiling, lights, etc. of the facility. Rental patrons must supply their own ladders for decorating. All decorations must be removed by user immediately following the activity.

12. Fundraising

Only valid 501(c) non-profit groups shall be allowed to use CITY facilities for fundraising purposes. Organizations will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit. All rental fees apply.

### 13. Banners/Signage

Banners or signage is not permitted on/at any CITY facilities without prior written approval and must comply with all CITY codes.

For any event, the following disclaimer is required on any flyer/notice or electronic communication: "This event is a private reservation and is not endorsed or sponsored by the City of Laguna Niguel."

## C. CROWN VALLEY PARK FACILITIES

The following policies pertain to the use of specific facilities at Crown Valley Park.

### 1. Community Center

- a. All General Rules and Regulations (Sections A and B) apply to the Crown Valley Community Center unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Variable public hours are subject to season, holidays, and programmed activities.
- d. The facility may be reserved during the following hours depending on availability:

Monday through Thursday:	7:00 a.m. to 11:00 p.m.
Friday:	7:00 a.m. to 12:00 midnight
Saturday:	6:00 a.m. to 12:00 midnight
Sunday:	6:00 a.m. to 11:00 p.m.

Public hours are subject to change.

### 2. Amphitheater

Limited reservations are available for small capacity, non-profit and private events, such as ceremonies and meetings. It is not available for commercial use.

- a. All General Rules and Regulations (Sections A and B) apply to the Amphitheater unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
  - i. Lights are available for an additional fee. The fee charged will cover the entire cost of lights and staff as determined by the current costs of personnel, electric and lighting available.
- c. The facility may be reserved during the following hours depending on availability:
  - i. Daily 9:00 a.m. to 9:00 p.m.
- d. Amphitheater availability is based on park usage, capacity and on-going park programs.
- e. Maximum attendance for a reservation is 200 people.

- f. Reservations cannot exceed four (4) hours, with two (2) hours allotted for set-up and clean-up.
- g. Alcoholic beverages are not permitted in the Amphitheater.
- h. Food service or preparation is not permitted. Light refreshments such as cookies and beverages can be served immediately before or after event.
- i. Banquet tables and chairs are not allowed on the grass. Low beach chairs are appropriate for general seating.
- j. Non-amplified musical accompaniment such as guitar, flute or harp is permitted. Electric power is available by arrangement. Small sound systems are appropriate for announcements and moderate background music. Decibels should not exceed 90 dbl at the source, 60 dbl at 100 feet.

### 3. Valley Plaza

Limited reservations are available for small capacity, non-profit and private contained events, such as ceremonies, and meetings. It is not available for commercial use.

- a. All General Rules and Regulations (Sections A and B) apply to the Valley Plaza unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Valley Plaza availability is based on park usage, capacity and on-going park programs.
- d. Maximum attendance for a reservation is 50 people.
- e. Alcoholic beverages are not permitted.
- f. Food preparation is not permitted.
- g. Non-amplified musical accompaniment such as guitar, flute or harp is allowed. Electric power is available by arrangement. Small sound systems are appropriate for announcements and moderate background music. Decibels should not exceed 90 dbl at the source, 60 dbl at 100 feet.

### 4. Sprayground

- a. All General Rules and Regulations (Sections A and B) apply to the Sprayground unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Hours of Operation

- i. Open Sunday-Saturday, Memorial Day through Labor Day, from 10:00 a.m. to 4:00 p.m.
- ii. Open for Capistrano Unified School District and Saddleback Valley Unified School District Spring Breaks.
- iii. Subject to facility closures based upon weather and maintenance.
- d. The facility may be reserved for private rentals, for two (2) hours, during the following hours: 5:00 p.m. to 7:00 p.m. during normal summer operating schedule.
- e. Group reservations are available for no more than 25 people and permits are required.
- f. Alcoholic beverages are not permitted.
- g. Glass is not permitted.
- h. Banquet tables or chairs are not permitted to be set-up.
- i. Food service or preparation is not permitted. Light refreshments and beverages are allowed at the picnic tables adjacent to the Sprayground.
- j. Amplified music is not permitted.

Attachments:

- A. Facilities Use Fee Schedule for Crown Valley Community Center, Sprayground, Valley Plaza and Amphitheater

# City of Laguna Niguel

## Crown Valley Community Center and Crown Valley Park Proposed Facility Use Hourly Fees

Crown Valley Community Center - Reservable Spaces	Resident, Non-Profit	Resident, Private	Resident, Commercial	Non-Resident, Non-Profit	Non-Resident, Private	Non-Resident, Commercial
Fit Terrace 1	\$20.00	\$30.00	\$60.00	\$30.00	\$60.00	\$90.00
Fit Terrace 2	\$20.00	\$30.00	\$60.00	\$30.00	\$60.00	\$90.00
CoLab	\$35.00	\$45.00	\$75.00	\$45.00	\$75.00	\$105.00
Think Tank	\$35.00	\$45.00	\$75.00	\$45.00	\$75.00	\$105.00
View Room	\$50.00	\$65.00	\$115.00	\$65.00	\$115.00	\$165.00
View Room A	\$40.00	\$50.00	\$80.00	\$50.00	\$80.00	\$110.00
View Room B	\$35.00	\$45.00	\$75.00	\$45.00	\$75.00	\$105.00
Studio	\$50.00	\$60.00	\$110.00	\$60.00	\$110.00	\$160.00
Live Well	\$55.00	\$65.00	\$115.00	\$65.00	\$115.00	\$165.00
Saddleback Deck	\$120.00	\$130.00	\$225.00	\$130.00	\$225.00	\$320.00
Crown Ballroom	\$125.00	\$135.00	\$230.00	\$135.00	\$230.00	\$325.00
Crown A	\$70.00	\$80.00	\$175.00	\$80.00	\$175.00	\$270.00
Crown B	\$70.00	\$80.00	\$175.00	\$80.00	\$175.00	\$270.00
Catering Kitchen	\$50.00	\$60.00	\$75.00	\$60.00	\$75.00	\$90.00
Prep Kitchen	\$30.00	\$40.00	\$55.00	\$40.00	\$55.00	\$70.00
<b>Exclusive Use of Facility Fee (includes 15% discount)</b>						
	\$500.00	\$600.00	\$1,015.00	\$600.00	\$1,015.00	\$1,432.00
NOTE: Amphitheater, Valley Plaza, and Sprayground not included in exclusive use agreements.						

Crown Valley Park - Reservable Exterior Spaces						
Valley Plaza	\$40.00	\$50.00	\$100.00	\$50.00	\$100.00	\$150.00
Sprayground	N/A	\$100.00	N/A	\$100.00	N/A	N/A
Amphitheater						
Current	\$10.00	\$25.00	N/A	\$30.00	\$50.00	N/A
Proposed	\$40.00	\$60.00	N/A	\$60.00	\$80.00	N/A

Miscellaneous Fees	Flat Fee
Administrative Fee (Event Date Changes)	\$50.00
Unauthorized Extension of Time Penalty Fee	\$100.00
Hourly Staffing Fee (Additional Staff or Unauthorized Extension)	\$30.00
Rental Cancellation Fee	\$75.00
Clean Up Fee	\$50.00/hr
Janitorial Services	**Actual Cost

Security Deposit (no change)	Flat Fee
Full Ballroom	\$500.00
Half Ballroom	\$300.00
All Other Rooms	\$100.00
Activities Including Alcohol	\$500.00

\*\*Estimated at \$175



# Parks and Recreation: Athletic Facilities Use Policy

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The City of Laguna Niguel (“CITY”) makes athletic facilities and fields available to the public for recreational, social, civic, commercial, and private activities which are of interest and need to the community. The Parks and Recreation Fields Use Policy is established to provide an effective framework for the administration of athletic facilities throughout the City by providing equitable and fair access to all users and ensuring that facility use aligns with the City’s mission, vision, values, ordinances, and policies. It is the policy of the City of Laguna Niguel Parks and Recreation Department to allocate field use to requesting and qualified organizations. The allocation of fields shall be done in a way that gives the highest priority to resident, youth-serving, non-profit, organizations that do not exclude participants based on ability. Field time will be granted in relation to each organization’s (not individual team’s) enrollment of Laguna Niguel Residents in comparison to that of other organizations seeking field time.

Specific rental/use procedures for each field will be made available during the allocation process.

Please note that Sea Country Senior and Community Center, Laguna Niguel Aquatics Center, Skate and Soccer Park, City Hall, Crown Valley Community Center, and Crown Valley Park are not governed by this policy.

## A. ATHLETIC FACILITY RESERVATION POLICY – GENERAL REGULATIONS

1. **RESERVED USE:** Reserved use of the sports facilities shall require an Athletic Facility User Permit. All athletic facilities are scheduled with a permit on a “first come, first served” basis, subject to availability.
2. **ORGANIZED PLAY:** A permit is required for any organized play on any athletic field or other recreational facility. Organized play is defined as ten (10) or more persons engaging in a team sport, such as, but not limited to, soccer, baseball, softball, or football.
3. **RAIN POLICY:** Although a permit may be issued, each natural grass field will be checked for safe playing conditions after rainfall. Play on synthetic turf fields will resume as scheduled unless specified otherwise. Coaches/parents should call the Athletic Facility Mudline at (949) 362-4351 after 2:00 p.m. on weekdays and 7:30 a.m. on weekends on the day of reservation to determine the latest condition of the fields. The message will identify which facilities are open and/or closed.
4. **RESPONSIBLE PARTIES:** All applicants and organizations using athletic facilities are responsible for knowing the City of Laguna Niguel Parks and

Recreation rules and regulations and abiding by them. Failure to do so may result in the revocation of permits.

5. **FIELD RENTAL:** Groups/Organizations are allowed to reserve athletic facilities for a maximum of three (3) months on any one permit. Group A and B Organizations which are open to the public, are allowed to reserve athletic facilities for a full season on one permit. Permit renewals will occur only if all delinquent fees are paid in full prior to renewal.
6. **PAYMENT OF FEES:** The Recreation Supervisor will bill organizations with seasonal allocations at the end of the rental period or season based on the fee table below. Rentals by all other user groups shall be paid in advance. Fees will be charged based on the hourly rate including light costs, if applicable.
7. **PERMANENT RENTAL:** No permanent rental or assignment of any facility shall be made to any organization or individual.
8. **FIELD CLOSURES:** Groups/Organizations found playing on posted “CLOSED” fields will have their User Permit revoked for that facility. Groups/Organizations found playing on posted “CLOSED” fields will also be responsible for any damage that occurs and may have their use permit revoked indefinitely.
9. **CITY HOLIDAYS:** Athletic facilities are not available for reservations/permitting on the following holidays:  
New Year’s Day, Easter, 4th of July, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.

## B. OPERATION HOURS

All City parks are generally open from 6:00am – 10:00pm. Organized use of athletic facilities including soccer, baseball, softball, basketball, football, or similar activities is only permitted according to the following schedule. All Capo Unified joint use facilities are available on a first come first served bases and can be reserved during non-school hours only.

### **Soccer Fields**

Alicia Skate and Soccer Park Soccer Field	<ul style="list-style-type: none"><li>○ M-Sa – 8:00am – 11:00pm</li><li>○ Su - 8:00am – 11:00pm</li></ul>
Beacon Hill Soccer Field	<ul style="list-style-type: none"><li>○ M-Sa – 8:00am – Dusk</li><li>○ Su - 8:00am – Dusk</li></ul>

Bear Brand Park Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su - 8:00am – 9:30pm</li> </ul>
Chapparosa Park Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 11:00pm</li> <li>○ Su - 8:00am – 11:00pm</li> </ul>
Crown Valley Park Lower Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 10:30pm</li> <li>○ Su - 8:00am – 10:30pm</li> </ul>
Crown Valley Park Upper Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
George White Elementary School Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
John S. Malcolm Elementary School Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
Juaneno Park Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
La Paz Sports Park Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su - 8:00am – 9:30pm</li> </ul>
Laguna Niguel Elementary School Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
Marina Hills Park Upper Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
Marina Hills Park Lower Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
Moulton Elementary School Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su - 8:00am – Dusk</li> </ul>
Niguel Hills Middle School Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su - 8:00am – 9:30pm</li> </ul>
Rancho Niguel Park Soccer Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su - 8:00am – 9:30pm</li> </ul>

### **Baseball/Softball Fields**

Bear Brand Park Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su – 8:00am – 9:30pm</li> </ul>
Chapparosa Park Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 11:00pm</li> <li>○ Su – 8:00am – 11:00pm</li> </ul>

Crown Valley Park Softball Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 10:30pm</li> <li>○ Su – 8:00am – 10:30pm</li> </ul>
Crown Valley Elementary School Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:00pm</li> <li>○ Su – 8:00am – Dusk</li> </ul>
George White Elementary School Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
La Paz Sports Complex Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su – 8:00am – Dusk</li> </ul>
Laguna Niguel Elementary School Softball Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
Marina Hills Park Baseball Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
Moulton Elementary School Ballfields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
Rancho Niguel Park Baseball Field	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su – 8:00am – 9:30pm</li> </ul>
Niguel Hills Middle School Softball Fields	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – 9:30pm</li> <li>○ Su – 8:00am – 9:30pm</li> </ul>

### **Basketball Courts**

Alicia Skate and Soccer Park Basketball Courts	<ul style="list-style-type: none"> <li>○ M-Su – 8:00am – 11:00pm</li> </ul>
Chapparosa Park Basketball Courts	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
El Lazo Basketball Courts	<ul style="list-style-type: none"> <li>○ M-Su – 8:00am – 11:00pm</li> </ul>

### **Sand Volleyball Courts**

Niguel Hills Middle School Volleyball Courts	<ul style="list-style-type: none"> <li>○ M-Su – 8:00am – Dusk</li> </ul>
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### **Bocce Ball Courts**

Marina Hills Bocce Ball Courts	<ul style="list-style-type: none"> <li>○ M-Sa – 8:00am – Dusk</li> <li>○ Su – 8:00am – Dusk</li> </ul>
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## **Pickleball Courts**

Crown Valley Elementary School	<ul style="list-style-type: none"><li>○ M-Fr – 9:15am – 12:15pm</li><li>○ Sat – 9:00am–12:00pm* <i>*no Saturday use Feb-June</i></li><li>○ Sun – 10:00am – 1:00pm</li></ul>
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## **C. CODE OF CONDUCT**

The City’s Code of Conduct (“Appendix A”) is to be followed by all participants using City Athletic Facilities. This includes coaches, participants, officials, and spectators. A Code of Conduct will be distributed to all Sports Organizations, user groups, and individual permit applicants when use permits are issued. It is the responsibility of the organizations and permit holders to provide a copy and convey the expectations of the Code of Conduct to all facility users. Organizations are responsible for the conduct of their players, coaches, parents, and officials. Any failure to adhere to the code of conduct will result in immediate removal from the athletic facility and/or termination of user permit.

## **D. ATHLETIC FACILITY USER GROUPS CATEGORIES AND PRIORITIES FOR USE**

City events and sponsored/co-sponsored uses shall have priority over all groups. Organizations who normally play during a specific season will have priority for play during that time. Special needs organizations, special needs sport activities, or inclusive play will be given time at athletic facilities on a case-by-case basis. A special needs based athletic facility request should be made during the regular allocation process.

In the event of a field scheduling conflict, the Recreation Supervisor reserves the right to reschedule any group. Scheduling of athletic user groups and contractual recreational programs will be carried out at the discretion of the Recreation Supervisor in a fair and equitable manner, to serve the educational, cultural, and recreational needs of the community. Any special requests, exceptions, or disputes beyond this will be resolved by the Parks and Recreation Director, or designee within five (5) business days.

**Recreational Organization Definition:** The organization must hold open registration, charge nominal fees, allow all participants to register and play, and not exclude participants based on ability.

**Competitive Organization Definition:** Organizations whose participants are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel Teams).

## USER GROUPS CATEGORIES & PRIORITY

User groups are defined as follows and form the basis for application of the fee schedule:

### **Category A: Laguna Niguel Non-Profit, Volunteer, Youth Recreational Organizations with more than 200 residents registered**

Recognized Non-Profit Youth Organizations (501(c)):

- Open to the public
- Must hold open enrollment
- Allow all participants to register and play
- Must not exclude participants based on ability
- 70% or more Laguna Niguel Residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

### **Category B: Laguna Niguel Non-Profit Youth Recreational Organizations with less than 200 residents registered**

Recognized Non-Profit Youth Organizations (501(c)):

- Open to the public
- Must hold open enrollment
- Allow all participants to register and play
- Must not exclude participants based on ability
- 70% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

### **Category C: Laguna Niguel Non-Profit Youth Competitive Organizations with more than 200 residents registered**

Non-Profit Youth Competitive Organizations (501(c)):

- Participants are selected based on ability and/or play competitively
- 60% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency
- Rosters and field use may be audited by City staff

### **Category D: Laguna Niguel Non-Profit Youth Competitive Organizations with less than 200 residents registered**

Non-Profit Youth Competitive Organizations (501(c)):

- Participants are selected based on ability and/or play competitively
- 60% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency

- Rosters and field use may be audited by City staff

**Category E: For-Profit Youth Resident Club or Individual Travel Teams Conducting Youth Sports Activities**

- 50% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency

**Category F: Non-Profit Non-Resident Youth Organizations**

Recognized Non-Profit Youth Organizations (501(c)):

- Less than 60% Laguna Niguel residents
- Examples: Youth Club Soccer leagues and league teams, youth traveling baseball leagues and league teams
- Rosters and field use may be audited by City staff

**Category G: Resident Adult Organizations**

Resident Adult Organizations:

- 50% or more Laguna Niguel residents
- Seasonal Team Rosters are required to verify residency

**Category H: Private Resident or Laguna Niguel Business (Recreation Use)**

- Private reservations coordinated by a Laguna Niguel resident or business for Recreation Use. Examples: Family related facility use by residents, Company Softball game

**Category I: Private Resident For Profit Use and Non-Resident Use**

- Use of facilities for profit by a Laguna Niguel Resident or Business located in Laguna Niguel
- Use of facilities by a Non-resident patron or business for Recreation or profit use
- Examples: Tournaments, camps, and clinics

**Category J: Non-Resident Adult Organizations**

Non-Resident Adult Organizations/Groups:

- Less than 50% Laguna Niguel residents
- Examples: Adult Club Soccer leagues and league teams, adult traveling baseball leagues and league teams, adult softball league teams

## E. ATHLETIC FACILITY FEES STRUCTURE FOR USER GROUPS

The fees for use of athletic fields are set forth in the City of Laguna Niguel Athletic Facilities Use Fees

### **CITY OF LAGUNA NIGUEL** **SPORTS FACILITY USE FEES** **(Effective 7-1-2023)**

#### City of Laguna Niguel Fee Schedule

(Effective July 2023)

User Groups	(A) & (B) Laguna Niguel Non-Profit Youth	(C),(D),(E) Laguna Niguel Youth Competitive	(F) Non-Resident Youth	(G) & (H) Resident Adult	(I) Commercial/For-Profit	(J) Non-Resident Adult
<b>ALL FIELD RENTALS</b>	\$5/hr.	\$8/hr.	\$30/hr.	\$20/hr.	\$60/hr.	\$50/hr.
<b>ALL COURT RENTALS</b> (per court)	\$4/hr.	\$6/hr.	\$10/hr.	\$8/hr.	\$25/hr.	\$20/hr.
<b>BALL FIELD LIGHTS</b>	\$14/hr.	\$16/hr.	\$20/hr.	\$22/hr.	\$26/hr.	\$24/hr.
<b>SOCCER FIELD LIGHTS</b>	\$22/hr.	\$24/hr.	\$32/hr.	\$26/hr.	\$35/hr.	\$32/hr.
<b>COURT LIGHTS</b>	\$4/hr.	\$6/hr.	\$8/hr.	\$4/hr.	\$10/hr.	\$8/hr.



## F. SEASONAL ALLOCATION PROCEDURES

Parks and Recreation Department staff will hold two (2) field allocation meetings each year. Staff and user groups will meet regarding allocation details, issues, or concerns related to the fall and spring seasons. City staff will determine field assignments based on rosters and past year's use, and the assignment shall be final unless modified by written agreement of current users. Organizations with multiple levels of play, such as recreational and competitive, or youth and adult play will have each level of play independently categorized, allocated, and billed. For example, facility use for recreational play will be allocated and billed separately from facility use for competitive play, even if for the same organization. Similarly, facility use by adult divisions (18+) will be allocated and billed separately from facility use for youth divisions (under 18), even if for the same organization. Organizations offering multiple levels of play will be required to specifically identify the type of play happening at each facility during the allocation and scheduling process, and facility use will be audited by field ambassadors to ensure the appropriate play is happening at all rented facilities.

Each organization will be required to submit the following information to the Parks and Recreation Department per season:

1. One main point of contact per organization including organization contact information.
2. An original Certificate of Insurance with endorsement(s). The insurance certificate must meet CITY requirements, name the CITY, and their officers, employees, agents, and volunteers as additionally insured and cover all activities associated with the use of CITY facilities.
3. Proof of current non-profit status from Internal Revenue Service and State of California (ID number) if applicable.
4. All resident organizations are required to submit detailed participant rosters prior to seasonal allocation meetings. Rosters must be limited to core seasonal program and not include participants enrolled in camps, specialized clinics, or other non-core programs. Rosters must include the following information for each player:
  - a. Complete Name
  - b. Address
  - c. Division player is enrolled

*\*The City may also request, as needed, that proof of residency be verified by providing a utility bill or other approved documentation for each player.*

5. A master calendar including the following information:
  - a. Registration dates
  - b. Tryouts/draft/skills evaluation dates
  - c. Date practices begin
  - d. Date league games begin
  - e. Date league games end

- f. Dates of tournaments
- g. Dates of all-star program
- h. Dates of all other organization activities which may require assistance by city staff or use of city facilities

## G. FIELD ALLOCATION FORMULA

Regular season scheduling begins 60 days prior to the sports season. Organizations may reserve fields based on the prior year's same season registration numbers. Organizations are required to submit permit changes, or give back field time, according to real needs prior to the season. Parks and Recreation Department staff will issue permits for available fields to other user groups once the Category A organizations' field needs/schedules are confirmed.

Facilities will be allocated within each category to organizations based on the percentage of verifiable Laguna Niguel residents registered with that organization in relation to the total number of all registered Laguna Niguel residents in all organizations in that category combined.

Verification of Laguna Niguel residency will be established by providing league registration rosters. The total number of all Laguna Niguel residents registered in all organizations within that category will then be determined. Each organizations' resident number will be divided by the total of all residents registered to determine the percentage of use to be allocated to each group.

An example of this would be:

***Category A Organization I has 400 Laguna Niguel residents; Category A Organization II has 600 Laguna Niguel residents.***

***Total number of Laguna Niguel residents registered in both organizations equals 1,000***

***400 divided by 1,000 equals 40%. Organization I would receive 40% of the available field time. 600 divided by 1,000 equals 60%. Organization II would receive 60% of the available field time.***

Please note that field allocation may be determined at the discretion of City Staff and may vary by type of sport. The above example is an estimate only.

### Non-Use of Facility

Any user that has been allocated City facility use and does not intend to use it, whether one time use or on a regular basis, must notify the City so the City facility may be re-allocated or otherwise scheduled. If proper notification is given to the City, then billing will be adjusted accordingly. Allocations will be adjusted on fields that are returned. Re-allocation will occur during the season according to the priority procedures established in this document.

## H. ATHLETIC FACILITY USE POLICIES

### MINIMUM TIME FOR RESERVED USE

Minimum time for reserved use of an athletic facility will be one (1) hour. A fraction of any hour used will be charged to the nearest  $\frac{1}{4}$  hour at half the hourly rate. No refunds will be issued for time reserved but not used.

### FIELD PREPARATION TIME

Groups requiring field preparation time must include this time on their permit application.

### CLEANING FEE

All applicants requesting Athletic Facilities for large events (tournaments, camps, and clinics) may be required to pay a facility cleaning fee of \$100 per sports field prior to facility use.

### VIOLATION OF POLICY

The City utilizes a “three-strike” policy for violations of Athletic Facilities Use Policy that occur within one calendar year of first violation.

#### **First Offense:**

Verbal and written warning to the permit holder.

#### **Second Offense:**

Verbal and written notice to the permit holder of a three-day suspension.

#### **Third Offense:**

Verbal and written notice to the permit holder of termination of any existing permitted field use, loss of future field allocation of privileges and restitution for damages and/or costs if applicable. This will be at the discretion of the Parks and Recreation Manager.

Violation examples include, but are not limited to:

- False document submitted to the City.
- Use of field that has been closed due to inclement weather or for safety or maintenance reasons.
- Use of fields prior to or beyond permitted time.
- Subletting, loaning, or trading fields with other groups or organizations.
- Failure to return unscheduled fields to the City.
- Driving vehicles on fields without written permission noted on permit.
- Adding additional fields (either adding to outside boundary or to inside boundary) to site without written permission.

An appeal may be submitted in writing to the Parks and Recreation Department within two (2) business days from the decision. All appeals will be reviewed by staff. The decision of the Parks and Recreation Director is final.

#### FACILITY ALTERATIONS

1. Facilities shall be left by the user in the same condition as they were in prior to the use of the facility.
2. Under no circumstances is equipment to be removed from CITY facilities without written permission of Parks and Recreation Director, or designee.
3. Any improvements or changes to Athletic Facilities (examples: installing fencing, bleachers, scoreboards, goal posts, etc.) must have prior written permission of the Parks and Recreation Director, or designee.
4. Tampering with lights, irrigation systems and/or any other equipment at any CITY facility may result in immediate User Permit cancellation.
5. Banners or signage is not permitted at athletic facilities or as advertisements on public property without prior written approval, and must comply with all CITY codes.

#### UNAUTHORIZED EQUIPMENT

The following equipment is not authorized for use on athletic facilities:

- Use of amusement type equipment, (i.e., bounce houses, dunk tanks, etc.)
- Portable/temporary lights
- Portable grills
- Amplified sound

## I. INTERPRETATION AND IMPLEMENTATION

In order to facilitate the efficient and timely administration and implementation of this Policy, the City Council recognizes that situations may arise that require City staff to make interpretations and exceptions to this Policy in order to carry out the purposes and goals of this Policy. For that purpose, the City Manager is authorized to make those interpretations and exceptions as the need arises, and without prior application or notice or City Council approval, provided that those interpretations and exceptions are consistent with the goals and purposes of this Policy. Any request for an interpretation or exception to the Policy that the City Manager does believe is not consistent with the goals and purpose of the Policy may be denied by the City Manager or, if the City Manager determines in his or her judgement, should be reviewed by the City Council, may be referred to the Council for review and determination prior to approval.

### Appendix:

#### A. Code of Conduct

# **APPENDIX A**

Code of Conduct



## ATHLETIC FACILITY USE CODE OF CONDUCT

THE FOLLOWING GUIDELINES FOR CONDUCT SHALL BE FOLLOWED BY ALL PARTICIPANTS, WHICH INCLUDES COACHES, OFFICIALS, AND SPECTATORS, USING CITY OF LAGUNA NIGUEL ATHLETIC FACILITIES.

1. Set a high standard and example for sportsmanship and conduct which will influence all participants in the program.
2. Refrain from using profane, obscene, or vulgar language or gestures, and objectionable demonstrations.
3. At no time lay a hand upon, push, shove, strike, or threaten to strike an official, coach, spectator, city staff, or player.
4. In coaching of teams, act in the capacity of leaders and mentors, not managers of professional teams, so that the players on your team will reflect your attitude and conduct.
5. Accept decisions of officials as being fair and called to the best ability of the official.
6. Refrain from smoking at athletic facilities and do not appear at the facilities while under the influence of drugs or alcohol.
7. Follow all City of Laguna Niguel rules and regulations governing play and athletic facility use.
8. Be respectful of City staff and their decisions related to play, scheduling, and use of athletic facilities.
9. Strive to further good sportsmanship, develop good character, citizenship training, and healthful physical conditioning among players.
10. Teams, win or lose, part on friendly terms with their opponents.
11. Spectators must not discuss in a derogatory or abusive manner any play, decision, or personal opinion of other players, coaches or officials during the game.
12. Refrain from heckling or taunting an official, coach or player.
13. Respect the facilities provided by the City. Do not play on wet fields or facilities that are closed for maintenance.
14. Follow all parking regulations at the sports facilities, neighborhoods, or surrounding streets while attending sporting events.



# Parks and Recreation: Aquatics Facility Use Policy



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The City of Laguna Niguel (“City”) makes the aquatics facility available to the public for recreational, social, and commercial activities which are of interest and need to the community. The Parks and Recreation Aquatics Facility Use Policy (Policy) is established to provide an effective framework for the administration of facility use at Laguna Niguel Aquatics Center (LNAC) by providing equitable and fair access to all users and ensuring that facility use aligns with the City’s mission, vision, values, ordinances, and policies.

Please note that Athletic facilities, Skate and Soccer Park, Sea Country Senior and Community Center, Crown Valley Community Center, and City Hall are not governed by this policy.

## A. GENERAL RULES AND REGULATIONS

1. **RESERVED USE:** Reserved use of the aquatics facility shall require a completed Aquatics Facility Application (Appendix A) and Aquatics Facility User Permit (Permit). All aquatic facilities are scheduled with a permit on a “first come, first served” basis, subject to priority and availability.
2. **ORGANIZED ACTIVITY:** A completed LNAC Facility Use Application and permit are required for any organized activity at the aquatic facility.
3. **RESPONSIBLE PARTIES:** All applicants and organizations using the aquatics facility are responsible for reading the Aquatics Facility Use Policy, including the Code of Conduct, and abiding by them. Failure to do so may result in the revocation of Permits.
4. **FACILITY CLOSURES:** Groups/Organizations found playing on or using posted “CLOSED” facilities will have their user privileges or Permit revoked for that facility. Groups/Organizations found playing on or using posted “CLOSED” facilities will also be responsible for any damage that occurs and may have their use Permit revoked indefinitely.
5. **LOCKER USE:** Lockers are available for use daily on a first come, first served basis. Any articles and locks left overnight will be subject to removal without replacement. The City is not responsible for any lost, stolen or removed articles.
6. **AQUATIC EVENTS:** Special permits or other approvals may be required. Additional fees for staffing and use of the facility may be required.
7. **FOR-PROFIT/COMMERCIAL GROUPS:** Any person, organization, and/or company reserving a facility for use by or for commercial/business entity or

requires attendees to pay an admission, pay for goods or services, or generating sales leads.

8. RENTALS: Additional staffing may be required by the City for pool rentals exceeding two (2) hours. Additional staffing may be warranted to accommodate special situations, or as deemed necessary by the Aquatics Supervisor or designee. All rentals are required to fill out an Aquatic Facility Application and obtain a Permit.
9. GROUP USE (DURING PUBLIC USE/RECREATION SWIM): Sports teams, camps, day care or other organized groups (day camps, summer camps, YMCA, etc.) are considered user groups and must complete an Aquatic Facility Application to use the pool in advance. The Drop-In rate will be charged for persons entering the pool deck in the group, including chaperones and non-swimmers. The maximum number of people in a single or combined permitted group will be 200 per day. Each group must provide the following in order to be allowed entrance to the pool:
  - Completed Aquatic Facility Application (10 days in advance).
  - Accurate estimate of number of persons in the group using the pool.
  - Groups must provide one (1) adult per ten (10) children under the age of 14.
  - Insurance Documents
10. LIFEGUARD SERVICES: City of Laguna Niguel Lifeguards are required for all activities at the Laguna Niguel Aquatics Center. Lifeguard service is defined as on deck supervision of water activities by the City Lifeguard staff. Lifeguards are scheduled by the Aquatics Supervisor or designee based on the activity. Lifeguard fees are included unless otherwise noted to the user/applicant.
11. REFUNDS: Once a class has started or guest use of the aquatic facilities has started, no refunds will be granted without a medical excuse. Refunds for medical excuses will be prorated. No refunds will be granted for rental, activity, or class no-shows.
12. CITY HOLIDAYS: Aquatics facility is not available for reservations/permitting on the following holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - President's Day
  - Easter
  - Memorial Day

- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

### 13. MAIN POOL RULES

- Obey the Lifeguards and aquatics staff directions.
- Patrons who wish to enter the pool for sunbathing, swimming, or supervising minors are required to pay the appropriate fee or present a flex pass. Children two years old and under are free.
- Children under 10 years of age must be directly supervised by an adult.
- Patrons may be required to perform a swim test before entering the deep end of the pool or using the diving boards. The test requires the participant to jump into the water feet first, recover without touching the bottom of the pool, swim the length of the pool (25 yards), using a proper swimming stroke, (Doggie paddle is not permissible) while being supervised by an Laguna Niguel Aquatics Center lifeguard.
- Patrons with open sores, cuts, rashes, and/or suffering from diarrhea or contagious diseases will not be allowed to enter the pool.
- Swimming diapers must be worn by infants and toddlers who are not toilet trained. Regular diapers are not allowed.
- Proper swimming attire must be worn into the pool.
- Running/Horseplay on the pool deck, restrooms, or locker rooms is prohibited.
- Patrons are not allowed on the pool deck unless a lifeguard is on duty.
- Hanging or leaning on lane lines is prohibited.
- No glass containers are allowed anywhere on the pool deck.
- Smoking is prohibited in Laguna Niguel Aquatics Center.

- Wheelchairs and strollers are allowed in the swimming area. Strollers must always be attended.
- US Coast Guard approved life vests and devices are permitted; guardian must stay within arm's reach of individual.
- Water wings, full suits sewn in, innertubes, rafts, and boogie boards are not permitted. The only exceptions are floatation devices specifically needed to assist a person with a disability (Aquatics Supervisor, or designee is required to approve).
- Alcohol is prohibited in the Laguna Niguel Aquatics Center. Patrons who are under the influence of alcohol/drugs are not permitted on the pool deck or on the premises of the aquatics facility.
- Unattended children will not be permitted on the pool deck during Adult Lap Swim hours.
- No bicycles allowed on pool deck.
- Private instruction may not be given at the LNAC. Only City designated instructors and authorized instructors may instruct at the facility.
- No breath holding or hyperventilation, extended underwater swimming is allowed.

#### 14. SPA RULES

- Children under six (6) years of age are not permitted in spa.
- Lifeguards on duty are not watching the spa area in the same manner as the Main Pool and FIT pool therefore use is at patron's sole risk.
- Children under 14 years of age must be directly supervised by an adult 18 year of age or older.

#### 15. DIVING RULES

- One bounce on the diving board per dive.
- One person on the diving apparatus at a time.
- Check under board before using the diving board.
- Dive straight off the board and swim to the nearest ladder.

- Do not swim under diving boards.
- Do not attempt difficult dives without proper training.
- No diving off the side of the diving board.
- Only dive in 7 ft. of water or deeper.
- The 5-meter diving platform is closed to the public.

## B. HOURS OF OPERATION

The Laguna Niguel Aquatic Center is open:

Monday- Friday, year-round: 6:00 a.m. – 8:00 p.m.

Saturday and Sunday, year-round: 9:00 a.m.- 4:00 p.m.

Note: Times may vary depending on facility rentals, activities, programs, and special events. Seasonal times and closures will be posted on the Parks and Recreation Webpage on the City website.

## C. RESERVED USE OF LAGUNA NIGUEL AQUATICS FACILITY

Reserved use is defined as the permitted use of the aquatic facility for one or more occasions.

- Applications  
To reserve the aquatic facility, a completed Aquatics Facility Application (Appendix A) must be submitted for consideration. A reservation is not confirmed until the City has issued an approved user Permit and a deposit (if applicable) is accepted. Permits may not be transferred, assigned, or sublet.
- Rentals and Reservations
  - a. Reservation of the aquatic facility may be made up to one-year in advance.
    - i. No permanent rental or assignment of City facilities shall be made to any individual or organization.
    - ii. The City reserves the right to prioritize availability for City use.
  - b. Responsible Parties

- i. Reservations of aquatic facilities are available to persons who are 21 years of age or older.
  - ii. The permit holder will be the main point of contact and responsible for the use, clean-up, and condition of the aquatic facility.
  - iii. Permit holder must be in attendance for the entire event.
- c. Deposits, Payments, and Fees
  - i. Deposits
    - A conditionally refundable security deposit is required to reserve a City facility. All deposits are in addition to rental fees and will be refunded after the event if all terms and conditions of permit are adhered to.
    - If payment is not made in the allotted time, the reservation will be cancelled, and the security deposit will not be refunded.
    - The permitted space must be cleaned and returned in good condition determined by Staff. This includes, but is not limited to clean-up of decorations, wiping spills, and disposing of trash.
  - ii. Payments
    - One-Time Facility Use

A minimum of 50% of the total rental fee and 100% of the security deposit is due when the application is approved. The remaining rental payment is due thirty (30) business days prior to the proposed use. The security deposit is due when the application is approved. If a reservation is made less than ten (10) business days prior to scheduled use date, all fees will be due by credit card at the time the reservation is made.
    - On-Going Facility Use

100% of the security deposit must be paid at the time the application is approved. The rental fee is due ten (10) business days prior to the starting date of each proposed use. If a reservation is made less than ten (10) business days prior to the scheduled starting date, all fees will be due by credit card at the time the reservation is made.
  - iii. Fees
    - City Council adopted aquatic facility use fees are provided in designated user fee schedules.
    - Additional Staff Fees

The Aquatics Supervisor, or designee, has discretion to determine whether additional staffing is needed and if additional fees will be required.

- Unauthorized Rental Extension Penalty Fee  
For every 30 minutes a rental exceeds the permitted time the following fees apply and must be paid by the user or applicant:
  - i. Hourly Staffing Fees
  - ii. Hourly Rental Rates
  - iii. Staff may shut down unauthorized rental extension
- b. Rental Cancellation  
Cancellations must be received by the Aquatics Supervisor or designee in writing, email, and or phone call prior to the specified rental date. If cancellations are not received prior to the rental date, the applicant's security deposit may be forfeited.
- c. Facility Use Denial and Revocation  
Facility use may be denied or revoked by the City Aquatics Supervisor, or designee based on any of the following:
  - i. Unavailability of requested times.
  - ii. Hazardous conditions of the facility including inclement weather.
  - iii. Maintenance or emergency repairs.
  - iv. Any person or group with an outstanding balance due to the City.
  - v. Past violations by applicant of City regulations pertaining to use of facilities.
  - vi. If the activity is not compatible with accepted legal and moral standards, and/or detrimental to the best interest of the City.
  - vii. If any requirements of the user permit regulations are not met.
  - viii. Misrepresentation of use/user/falsification of documents.
  - ix. Inadequate supervision.
- Youth Birthday Parties and Functions (non-day camps or summer camps)  
One adult chaperone (18 years of age and older) will be required for every ten youth in attendance. Fifty percent (50%) of the chaperones must be parents or legal guardians of the youth in attendance. A list of chaperones and their corresponding ten youth is required. As used herein, youth is defined as a person 17 years of age and younger.
- Security Services  
The City reserves the right to require security guard services at any activity held in City facilities at the applicant's expense.



- Insurance

Permit holders may be required to provide liability insurance as part of their application and Permit. Insurance requirements are determined and based on the City's risk assessment of the event and vary by the type of event/activities/uses, facility location, and number of anticipated guests. Requirements are subject to change without notice.

The insurance certificate must meet City requirements, name the City, and their officers, employees and agents as additionally insured and cover all activities associated with the use of City facilities.

- Capacity Uses

Users must adhere to the maximum capacity use of City facilities, as determined by State and City codes, ordinances, and regulations.

- Storage

The City does not provide storage and reserves the right to remove any remaining items from the premises or stored at the owner's expense, including administrative costs to dispose of unclaimed property.

- Decorations

Decorating time must be included in the approved rental time. Nails, staples, tacks, tape, or anything that may damage the building, or any pool area is not permitted. Candles, open flames, confetti, glitter, straw, hay, bird seed, rice, bubbles, petals, and other granular surfaces are not permitted. Prior approval must be obtained for the use of helium balloons, and the security deposit may not be refunded for the removal of any/all balloons which remain in the vaulted ceiling, lights, etc. of the aquatic facility. Rental patrons must supply their own ladders for decorating. All decorations must be removed by the user immediately following the activity.

- Fundraising

Only valid 501(c) non-profit groups shall be allowed to use City facilities for fundraising purposes. Organizations will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit. All security deposits and rental fees apply.

For any event, the following disclaimer is required on any flyer/notice or electronic communication: "This event is not endorsed or sponsored by the City of Laguna Niguel."

## D. CODE OF CONDUCT

The City's Facility Use Code of Conduct ("Appendix B") is to be followed by all participants using the Laguna Niguel Aquatics Center. This includes coaches, participants, officials, parents, and spectators. The Code of Conduct will be distributed to all organizations, user groups, and individual permit applicants when Permits are issued. It is the responsibility of the organizations and permit holders to provide a copy and convey the expectations of the Code of Conduct to all facility users. Organizations are responsible for the conduct of their participants, coaches, parents, spectators, and officials. Any failure to adhere to the Code of Conduct will result in immediate removal from the aquatic facility and/or termination of user Permit.

### Violation of this Facility Use Policy

The City utilizes a "three-strike" policy for violations of this Policy that occur within one calendar year of the first violation.

#### **First Offense:**

Verbal and written warning to the permit holder.

#### **Second Offense:**

Verbal and written notice to the permit holder.

#### **Third Offense:**

Verbal and written notice to the permit holder of termination of any existing permitted facility use, loss of future privileges and restitution for damages and/or costs if applicable. This will be at the discretion of the Parks and Recreation Manager or designee.

Violation examples include, but are not limited to:

- False document submitted to the City.
- Failure to vacate the facility which-has been closed due to inclement weather or for safety or maintenance reasons.
- Use of facility prior to or beyond permitted time.
- Subletting, loaning, or trading facility with other groups or organizations.
- Failure to return unscheduled facility space/time to the City.

An appeal may be submitted in writing to the Parks and Recreation Director or designee within two (5) business days from the written decision. The written appeal should be delivered or mailed to Parks and Recreation Staff at the Aquatics Facility. Staff considering the appeal may request supplemental information and shall issue a determination within 15 days of receipt of the appeal (or receipt of any requested supplemental written information). The decision of the Parks and Recreation Director is

final. During the pendency of any appeal, the written determination of the Parks and Recreation Manager shall remain in effect.

### Unauthorized Equipment

The following equipment is not authorized for use in the aquatic facilities:

- Use of amusement type equipment, (i.e., bounce houses, dunk tanks, etc.)
- Charcoal grills
- Any other equipment deemed not appropriate for use by the Parks and Recreation Director or designee.

## E. SCHEDULING PRIORITIES AND USER DEFINITIONS

City, City sponsored, co-sponsored programs and events have priority over all other groups. In the event of conflict, the Parks and Recreation Director, or designee may reschedule any group.

In the event of a scheduling conflict, the Aquatics Supervisor, or designee reserves the right to reschedule any group. Scheduling of user groups and contractual recreational programs will be carried out at the discretion of the Aquatics Supervisor in a fair and equitable manner, to serve the educational and recreational needs of the community. Any special requests, exceptions, or disputes beyond this will be resolved by the Parks and Recreation Director, or designee within five (5) business days of receiving the request.

- **Youth Activities:** Youth programs, Teams, classes, and activities will have priority during the school year on weekdays from 4pm-7pm and from 9am-12pm, 4pm-7pm during the Summer. Summer is considered the first full week Capistrano Unified School District is released for summer break through the first week students return for fall term (10 weeks).
- **Adult Activities:** Adults programs, classes and activities will have priority during the early morning hours and late evening hours. This schedule is as follows (may be subject to change): Fall, Winter, Spring 6am-9am, 10am-12am, 12pm-1pm, 7pm-8pm; Summer hours 6am-9am, 12pm-1pm, and 7pm-8pm.
- **Rentals:** Aquatics Center facility rentals will be scheduled based on the below categories and only with the submission of an Aquatics Facility Application and an approved Permit.

**All Aquatics Facility User Groups are prioritized and classified into the following categories and form the basis for application of the fee schedule. These user groups will be given aquatics facility time based on the below priority seasonally (4 times per year) as follows: Summer, Fall, Winter, Spring. A new allocation process may take place every season if needed.**

## **Category A: Resident Non-Profit Youth Recreational Organizations**

Resident Non-Profit Youth Organizations (501(c)):

- Open to the public
- Must hold open enrollment
- Allow all participants to register and play
- Must not exclude participants based on ability
- 70% or more Laguna Niguel Residents
- Rosters are required to verify residency
- Rosters and use may be audited by City staff
- Minimal cost to participants

## **Category B: Resident Non-Profit Youth Competitive Organizations**

Non-Profit Youth Competitive Organizations (501(c)):

- Participants are selected based on ability and/or play competitively
- 60% or more Laguna Niguel residents
- Rosters are required to verify residency
- Rosters and facility use may be audited by City staff

## **Category C: For-Profit Youth Resident Club or Teams Conducting Youth Sports Activities**

- 60% or more Laguna Niguel residents
- Rosters are required to verify residency
- Rosters and facility use may be audited by City staff

## **Category D: Non-Resident Youth Organizations**

- Less than 60% Laguna Niguel residents
- Swim teams, dive teams, water polo teams, that do not meet residency requirements
- Rosters are required to verify residency
- Rosters and use may be audited by City staff

## **Category E: Resident Adult Organizations**

- 50% or more Laguna Niguel residents
- Rosters are required to verify residency
- Rosters and use may be audited by City staff

### **Category F: Private Resident or Laguna Niguel Business (Recreational Use)**

- Private reservations coordinated by a Laguna Niguel resident or business for Recreation Use. Examples: Family related facility use by residents, company aquatic team building activities

### **Category G: Private Resident For-Profit/Commercial Use and Non-Resident Use**

- Use of facilities for profit by a Laguna Niguel Resident or Business located in Laguna Niguel
- Use of facilities by a Non-resident patron or business for Recreation or profit use
- Examples: Tournaments, camps, and clinics, photography, and filming

### **Category H: Non-Resident Adult Organizations**

Non-Resident Adult Organizations/Groups:

- Less than 50% Laguna Niguel residents
- Examples: Masters swim, triathlon groups, and/or water polo teams, adult traveling leagues and league teams,

### **User Group Definitions**

A Laguna Niguel resident permit holder must have a physical address (not a P.O. or business name) within the City limits and provide proof of residency with photo ID and current utility or service bill.

Facility fees are charged to the permit holder based on the applicant user group for which the event serves or benefits.

- **Non-Profit 501(c):** All non-profit organizations must submit proof of status (federal and/or state tax exemption determination letter required.)
- **Recreational Organization:** The organization must be open to the public and hold open enrollment. No cuts, selections, or excluding participants based on ability. The organization utilizes volunteer coaches, and participants pay a nominal fee to play.
- **Competitive Organization:** Organizations whose participants are selected based on ability and/or play competitively against similar organizations from other jurisdictional areas.

- **For-Profit and Commercial Use:** Any person, organization, and/or company reserving a facility for use by or for commercial/business entity or requires attendees to pay an admission, pay for goods or services, or generating sales leads.
- **Private Resident:** Name and address must be within the City limits of Laguna Niguel, CA 92677
- **Aquatic Events Definition:** Organized activities. Examples: Girl Scout/ Boy Scout activities, YMCA or American Red Cross fundraising events; swim, water polo or diving meets.

#### Non-Use of Facility

Any user that has been allocated use of the aquatic facility and does not intend to use it, whether one time use or on a regular basis, must notify the City at least five (5) days in advance. If proper notification is given to the City, then billing will be adjusted accordingly. Re-allocation will occur during the season according to the priority procedures established in this document.

#### F. AQUATIC FACILITY USE FEE SCHEDULE

<b>Drop-In Admission:</b>		
Adult Ages 14-59yrs	Senior 60+ yrs	Youth Ages 2-13yrs
\$5.00	\$4.00	\$4.00
<b>Flex Pass (20 Swims):</b>		
Adult Ages 14-59yrs	Senior 60+ yrs	Youth Ages 2-13yrs
\$60	\$40	\$40
Non-Resident Adult	Non-Resident Senior	Non-Resident Youth
\$80	\$60	\$60

### Fees Based on User Group

User Groups	(A) Laguna Niguel Non-Profit Youth	(B), (C) Laguna Niguel Youth Competitive	(D) Non-Resident Youth	(E), (F) Resident Adult	(G) For-Profit Commercial Use	(H) Non-Resident Adult
Main Pool	\$7/lane per hour	\$9/lane per hour	\$10/lane per hour	\$9/lane per hour	\$15/lane per hour	\$20/lane per hour
FIT Pool	\$60 per hour	\$65 per hour	\$75 per hour	\$70 per hour	\$80 per hour	\$90 per hour

Pool Rental fees include two (2) lifeguards.

Aquatics Events - Main Pool (Aquatics Team competitions)	
Hourly	Day*
\$135	\$750

\* 7:30am set up, 8:00am - 4:00pm; includes three (3) lifeguards

Miscellaneous Fees	
Additional Lifeguard Fee	\$35/hour
Cleaning Fee/Security Deposit	\$300, subject to size of event/rental
Main Pool Inflatables	\$200 per event/rental
Dryland Training Area	\$150/month

## G. AQUATICS FACILITY USE POLICIES

### Reservation Lanes for Lap Swim Use

Swimmers may reserve lanes for lap swim use. All swimmers who reserve a lane are expected to show up and use that lane. If a swimmer does not show up to their reserved lane, after the grace period, the swimmer is subject to forfeiting the lane reservation and will be charged the usage rate on their flex pass for that lane. Repeated violations may result in suspension or inability to reserve lanes in the future. Grace period is defined as 20 minutes after the reservation period begins.

### Rental Minimum Time and Rental Minimum Lanes for Reserved Use

The minimum time for rental reserved use of an aquatic facility is two (2) hours. A fraction of any hour used will be charged to the nearest one hour at the full hourly rate. No refunds will be issued for time reserved but not used unless the rental is cancelled. A minimum of four (4) lanes must be rented for hourly/lane rental use.

### Preparation Time

Groups requiring facility preparation time must include this time on their Aquatics Facility Application. Permits will be issued for the specific activities and exact hours specified on the approved application.

### Facility Access

Patrons who wish to enter the pool for sunbathing, swimming, or supervising minors during public use are required to pay the appropriate drop-in fee or present a City of Laguna Niguel issued and authorized Flex Pass. Exception: A Personal Care Attendant (PCA), accompanying a person with a disability, can enter the facility without paying the drop-in fee or using a Flex Pass. The PCA must accompany the person with a disability for the duration of the visit.

### Minors

Children two years and younger are free. All children under 9 years must have an adult in the immediate pool area. If a child is 10, 11, 12, or 13 years old, the child may swim without an adult (18 years or older) being in the immediate pool area. However, a parent/guardian is required to complete and sign a swim release form, which will be kept on file. The swim release form will need to be updated annually to ensure accurate information.

### Lost and Found

As pertaining to public programs, classes, and camps, Staff will only hold the following "lost" items:



- Car keys
- Wallets
- Cell Phones
- Reusable (metal) water bottles
- Watches
- Jewelry
- Prescription glasses,
- Durable medical equipment,
- Prescription medication

All other items will be disposed of by the end of each day.

#### Facilities Included

Rental of the LNAC includes use of the pool, the pool deck, the restrooms, and the parking lot (for parking purposes only). Use of pool equipment and other services, e.g., lane lines, scoreboard, sound system, dryland area, are not included and may be reserved separately.

Fees for equipment and other services are as set forth in the Facility Use Fee Schedule.

#### Sprayground

The Sprayground at Crown Valley Park is opened/closed by City Staff. Information related to the use of the Sprayground can be found in the Facilities Use Policy and Fees for Crown Valley Park and Facilities document.

#### Dryland Area

Use of this area is available for use in the seasonal user group allocation process. Fees are charged at the monthly rate established in this policy. Coaches with athletes using the dryland area must supervise all athletes under their direction including those that are elsewhere in the facility. Access outside of regularly scheduled times must be coordinated with the LNAC Staff a minimum of 24 hours in advance, and any special access must be within regular operating hours of the aquatics facility.

#### Cleaning Fee

All applicants requesting the aquatics facility (meets, camps, clinics, private parties, or similar use) may be required to pay a facility cleaning fee of \$100 (minimum) for additional janitorial services.

### Insurance Requirements

The City of Laguna Niguel is not liable for injury to persons or loss or damage of group or individual property during their use of the aquatic facility, including any events hosted by applicants. The City requires the applicant to furnish proof of the following insurance: a general liability policy in the amount of \$1,000,000 naming the City as additionally insured.

A Certificate of Insurance of said coverage and that meets the requirements of this Policy, must be provided to the City prior to the event. The City may require the permit holder to provide any other additional evidence of coverage.

## H. INTERPRETATION AND IMPLEMENTATION

To facilitate the efficient and timely administration and implementation of this Policy, the City Council recognizes that situations may arise that require City staff to make interpretations and exceptions to this Policy in order to carry out the purposes and goals of this Policy. For that purpose, the City Manager is authorized to make those interpretations and exceptions as the need arises, and without prior application or notice or City Council approval, provided that those interpretations and exceptions are consistent with the goals and purposes of this Policy. Any request for an interpretation or exception to the Policy that the City Manager does believe is not consistent with the goals and purpose of the Policy may be denied by the City Manager or, if the City Manager determines in his or her judgement, should be reviewed by the City Council, may be referred to the Council for review and determination prior to approval.

### Appendix:

- A. Aquatics Facility Use Application
- B. Facility Use Code of Conduct

# **APPENDIX A**

Facility Use Application



# Laguna Niguel Aquatics Center Facility Rental Request



Applicant Information	
Name:	Organization:
Address:	Cell Phone:
City:	Email:
Zip:	Non-Profit ID#

Request Facility & Type		
<i>*2-hour minimums may apply ** during rec swim hrs. m-f, 1-4pm</i>		
Main Pool	FIT Pool	CVC Classrooms
*Private Rental	*Private Rental	FIT Terrace 1
*Commercial	*Commercial	FIT Terrace 2
**Group Use	Other:	Other:
*Competitive Event		
Give a brief description of your event		

Request Date & Time			
Date(s)	Day(s) of Week	Rental time (Includes set-up & clean up)	
		From:	To:
		From:	To:
		From:	To:

Additional Information			Comments/Questions
Resident	Proof of residency will be required if request is approved		
Nonresident			
Chairs			
Tables			
Amplified sound			
Outside Vendors	If yes, describe		
Fundraising event	If yes, describe		

Group Use – Camps		M-F 1-4 PM, only
Number of Children		Proof of Insurance will be required. The City requires a 1:10 ratio, actively supervising adult per child. LNAC allows 200 total group participants per day, per session. Daily fee \$3.00 for Children \$4.00 for adults paid at LNAC lobby.
Number of Adults		

Signature	
I understand that until a <b>Permit</b> is issued by the City, I do not have a guaranteed reservation, but a verbal account of availability at this time. I certify that all information on this application is true and accurate, that I am 21 years of age or older, and I am the person responsible for this event.	
Applicant Signature – Printing name permitted	Date

Office Use		
Staff signature, if approved	Date	Permit: emailed, USPS, In person

## **APPENDIX B**

### Code of Conduct



## AQUATICS FACILITY USE CODE OF CONDUCT

THE FOLLOWING GUIDELINES FOR CONDUCT SHALL BE FOLLOWED BY ALL PARTICIPANTS, WHICH INCLUDES PARTICIPANTS, COACHES, OFFICIALS, AND SPECTATORS, USING CITY OF THE LAGUNA NIGUEL AQUATICS CENTER/AQUATICS FACILITY.

1. Set a high standard and example for sportsmanship and conduct which will influence all participants in the program.
2. Refrain from using profane, obscene, or vulgar language or gestures, and objectionable demonstrations.
3. At no time lay a hand upon, push, shove, strike, or threaten to strike an official, coach, spectator, City Staff, participant, or player.
4. Act in the capacity of leaders and mentors so that the players in your program will reflect your attitude and conduct.
5. Refrain from smoking at facilities and do not appear at the facilities while under the influence of drugs or alcohol.
6. Follow all City of Laguna Niguel rules and regulations, and aquatics facility use.
7. Be respectful of City staff and their decisions related to play, scheduling, and use of facilities.
8. Strive to further good sportsmanship, develop good character, citizenship training, and healthful physical conditioning among participants.
9. Respect the facilities provided by the City. Do not use facilities that are closed for maintenance.
10. Only access facilities at the appropriate time of your reservation.
11. Follow all parking regulations at the facilities.



# Parks and Recreation: Facilities Use Policy

SEA COUNTRY SENIOR AND COMMUNITY CENTER

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**PARKS AND RECREATION  
FACILITIES USE POLICY:  
SEA COUNTRY SENIOR AND COMMUNITY CENTER**

**COUNCIL POLICY  
Adopted: [DATE]**

The City of Laguna Niguel ("CITY") makes facilities available to the public for recreational, social, civic, commercial and private activities which are of interest and need to the community. The Parks and Recreation Facilities Use Policy is established to provide an effective framework for the administration of facility use at Sea Country Senior and Community Center (SCSCC) by providing equitable and fair access to all users and ensuring that facility use aligns with the City's mission, vision, values, ordinances and policies.

Specific rental/use procedures for each facility will be made available during the reservation process.

Please note that athletic facilities, Laguna Niguel Aquatics Center, Skate and Soccer Park, City Hall, Crown Valley Community Center and Crown Valley Park are not governed by this policy.

#### **A. GENERAL RULES AND REGULATIONS**

1. Smoking, vaping, e-cigarettes, drugs or narcotics are prohibited at all CITY facilities and parks.
2. Foliage, landscape and structures shall not be defaced, destroyed or removed.
3. Rubbish, garbage and litter must be deposited in designated receptacles.
4. Outdoor barbecues are only allowed on CITY provided grills. No open personal grills or open fires permitted. The use of a professional catering company is acceptable indoors and outdoors, but may require department and/or OCFA approval.
5. Firearms, weapons, fireworks, fog machines or similar smoke making devices are prohibited.
6. Amplified sound is not permitted at any facility without prior written approval and must comply with all CITY codes. The appropriate level of amplified music will be determined by the facility staff and may not interfere with regular operations or impact residential neighborhoods.
7. Golf, archery, ice blocking and the flying of motor driven or fuel propelled airplanes, rockets, missiles, drones, parachuting, remote control planes and cars, etc., are prohibited, except at such time and place as may be designated by the Parks and Recreation Director or designee.

8. Amusement type equipment such as bounce houses, inflatables, and dunk tanks are not permitted.
9. Dogs must be on a leash not to exceed six (6) feet in length. Owners are required to clean-up after their dogs.
10. Pets are not permitted inside any CITY facility except under the ADA, service animals (dogs) that are individually trained to perform tasks for people with disabilities are permitted.
11. CITY parks are open 6:00 a.m. to 10:00 p.m. (exceptions are noted in the Athletic Facilities Use Policy.)
12. Use of the facilities does not imply endorsement or sponsorship of the event by the CITY. All publicity for events and programs must be approved by CITY prior to distribution.
13. All parking signs, restrictions, and laws must be observed and obeyed. Reservation of any CITY facility does not guarantee any amount of parking.
14. CITY is not responsible for lost or stolen items.
15. Motor vehicles are only permitted on approved roads, and designated parking areas.
16. The CITY reserves the right to photograph events for promotional purposes.
17. CITY Recognized Holidays:  
Sea Country Senior and Community Center is not available for reservations on the following holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - Presidents' Day
  - Easter
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  - Day after Christmas
  - New Year's Eve

## B. RESERVED USE OF SEA COUNTRY SENIOR AND COMMUNITY CENTER FACILITY

Reserved use is defined as the permitted use of a facility for one or more occasions.

### 1. Applications

In order to reserve the Sea Country Senior and Community Center CITY facility, a completed application and acknowledgement of additional rules and regulations must be submitted for consideration. A reservation is not confirmed until the CITY has issued an approved user permit and a deposit is received. Permits may not be transferred, assigned or sublet.

### 2. Reservations

- Reservation of Sea Country Senior and Community Center CITY facility may be made up to one-year in advance.
  - i. An organization, group or individual cannot reserve CITY facilities more than 16 times in one calendar year, not to exceed more than two reservations in one month.
  - ii. No permanent rental or assignment of CITY facilities shall be made to any individual or organization. Exceptions will be made, and no fees will be charged for Laguna Niguel Senior Citizens Club, Monday through Friday from 9:00 a.m. to 4:00 p.m. Additionally, the Laguna Niguel Senior Citizens Club will be granted an annual allocation of 24 hours eligible for fee exemption in addition to and outside of the Monday through Friday 9:00 a.m. to 4:00 p.m. senior center operating hours.
- CITY reserves the right to prioritize availability for CITY use.
- Responsible Parties
  - i. Reservations of facilities are available to persons who are 21 years of age or older.
  - ii. The permit holder will be the main point of contact and responsible for the use, clean-up and condition of the facility.
  - iii. Permit holder must be in attendance for the entire event.
- Deposits, Payments and Fees
  - i. Deposits
    - A conditionally refundable deposit is required to reserve a Sea Country Senior and Community Center CITY facility. All deposits are in addition to rental fees and will be refunded after the event if all terms and conditions of permit are adhered to.
    - If payment is not made in the allotted time, the reservation will be cancelled, and deposit will not be refunded.

- The permitted space must be cleaned and returned in reasonable condition including but not limited to clean-up of decorations, wiping spills, and disposing of trash.
- Any clean-up, repairs, or replacements will be at the cost of services and/or equipment, plus 20%.
  - a. A minimum charge for clean-up will be \$50 per hour.

ii. Payments

- One-Time Facility Use  
A minimum of 50% of the total rental fee and 100% of the security deposit is due when the application is approved. The remaining payment is due thirty (30) business days prior to the proposed use. If reservation is made less than ten (10) business days prior to scheduled use date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.
- On-Going Facility Use  
A security deposit must be paid at the time the application is approved. The remaining payment is due ten (10) business days prior to the starting date of each proposed use. If reservation is made less than ten (10) business days prior to scheduled starting date, all fees will be due in cash, cashier's check, and/or by credit card at the time the reservation is made.

iii. Fees

- City Council adopted facility use fees are provided in designated user fee schedules.
- Staffing Surcharge  
Additional staffing fees will be assessed based upon the rental needs and requirements of the application.
- Rental Permit Revisions  
A \$50 administrative fee will be applied for any permitted event date changes.
- Unauthorized Rental Extension Penalty Fee  
For every thirty (30) minutes a rental exceeds the permitted time the following fees apply:
  - i. \$100 Penalty Fee
  - ii. Hourly Staffing Fees
  - iii. Hourly Room Rental Rates

iv. Rental Fee Exemptions

The American Legion Post 281, American Legion Auxiliary 281, and Laguna Niguel VFW have an annual allocation of rental hours

eligible for a fee exemption outlined in the chart below, as approved by the City Council. The fee exemption does not apply toward fees associated with external agencies, i.e., ABC license, permits, liability insurance, etc.

Rental Space	Annual Allocation	Notes
Meeting Rooms	24 hours*	Fees associated with external agencies apply.
Ballrooms (events, fundraising, etc.)	6 hours*	

*\*Subject to availability. Excludes weekends from June 1 to August 30 and December 1 to December 31. Annual allocation of hours is aggregate with Crown Valley Community Center and Crown Valley Park facilities.*

v. Resident Non-Profit Fee Waiver Eligibility

Qualifying resident based 501(c) organizations with an ongoing facility use of more than eight (8) occurrences per year, may qualify for a fee waiver of the regular rental fee up to one time per quarter.

- Rental Cancellation

Cancellations must be received in writing prior to the specified rental date. A \$75 fee will be charged in addition to all the following:

- i. 90 Days or More: All deposits and fees will be refunded in full.
- ii. 89 Days to 31 Days: Forfeiture of 50% of the room rental fee.
- iii. 30 Days or Less: Forfeiture of 100% of the room rental fee.

- Facility Use Denial and Revocation

Facility use may be denied or revoked by the CITY Parks and Recreation Director or designee based on any of the following:

- i. Unavailability of requested times.
- ii. Hazardous conditions of the facility.
- iii. Maintenance or emergency repairs.
- iv. Any person or group with an outstanding balance due to the CITY.
- v. Past violations by applicant of CITY regulations pertaining to use of facilities.
- vi. If the activity is not compatible with accepted legal and moral standards, and/or detrimental to the best interest of the CITY.
- vii. If any requirements of the user permit regulations are not met.
- viii. Misrepresentation of use/user/falsification of documents.
- ix. Inadequate supervision.

If a permit is revoked, use denial is effective for one (1) year. After one (1) year, the applicant may appeal to the CITY Parks and Recreation Director or designee for issuance of a new permit.

3. Scheduling Priorities

CITY sponsored, co-sponsored and government agency events have priority over all other groups. In the event of conflict, the Parks and Recreation Director or designee may reschedule any group.

4. Definition of User Groups

A Laguna Niguel resident permit holder must have a physical address (not a P.O. or other business name) within the CITY limits and provide proof of residency with photo ID and current utility or service bill.

Facility fees are charged to the permit holder based on the applicant user group for which the event serves or benefits.

Groups are classified into two categories:

<u>Resident</u>	<u>Non-Resident</u>
Non-Profit 501(c)	Non-Profit 501(c)
Private	Private
Commercial	Commercial

The categories are further defined as:

Non-Profit 501(c): All non-profit organizations must submit proof of status (federal and/or state tax exemption determination letter required.)

Private Party: Any person or non-commercial entity reserving a facility for a non-commercial/non-monetary event for themselves, their minors or their immediate family members, e.g. birthday party, wedding reception, family reunions.

Commercial: Any person, organization, and/or company reserving a facility for use by or for commercial/business entity requires attendees to pay an admission, pay for goods or services, or generating sales leads.

- i. Resident Permit Holder: Business name and address must be within the CITY limits of Laguna Niguel, CA 92677

5. Youth Parties and Functions

One adult chaperone (21 years or older) will be required for every ten youth (17 years or younger) in attendance. Fifty percent (50%) of the chaperones must be

parents or legal guardians of the youth in attendance. A list of chaperones and their corresponding ten youth is required.

## 6. Alcoholic Beverages

- Conditions of Use
  - i. An alcohol deposit is required for all groups/organizations serving/selling alcohol.
  - ii. Liquor Liability insurance requirements are determined based on the CITY's risk assessment of the event.
  - iii. Injuries or damages caused to any person or facility as a result of alcoholic beverages being served, consumed or available on the CITY's premises, shall be the sole responsibility of the permit holder.
- Requirements for Selling Alcohol
  - i. Applicants who would like to sell alcohol must apply for an Alcoholic Beverage Control (ABC) Use Permit from the County of Orange. A copy of the ABC permit must be submitted to the CITY.
  - ii. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including the rules and regulations of the Alcoholic Beverage Control Commission.
- Restrictions on Use of Alcohol
  - i. The CITY requires permit applicant to specify the type of alcohol being served before permit approval.
  - ii. The consumption of alcoholic beverages is limited to the room(s)/spaces listed on permit. No alcohol is allowed in the restrooms, hallways, kitchen or parking lots.
  - iii. Bringing your own bottle of alcohol to any event is not permitted.
  - iv. No additional alcohol may be brought into the facility once the event has commenced.
  - v. All alcohol must be consumed from a clear container provided by a server, age 21+, at a bar.
  - vi. Alcohol servers are not permitted to consume alcohol.
  - vii. Bottles must remain in the kitchen or behind a bar. Exception: host served wine or champagne. Champagne must be opened in the kitchen or away from the general public.
  - viii. Alcohol may not be served, sold or consumed without security guard present.
  - ix. Alcohol service is limited to a maximum of five (5) hours and may not be served during the designated set-up or clean-up period.

- x. The service of alcoholic beverages must end one hour prior to the end of the event.
- xi. Alcohol will not be approved for youth parties or events honoring youth. A youth event is classified as an activity where more than 50% attending are under 21 or a party or program honoring someone under 21.
- xii. If minors are found to be in possession of alcoholic beverages, the activity will be terminated immediately, and deposits will be held.

7. Security Services

The CITY reserves the right to require security guard services at any activity held in CITY facilities at the applicant's expense.

- Non-alcoholic events: One guard for up to 150 in attendance, per CITY discretion.
- Alcoholic events: One guard for up to 100 attendees; two guards for 101-200 attendees; three guards for 201-300 attendees, per CITY discretion.

CITY sponsored or co-sponsored events are exempt and do not require security guards.

8. Insurance

Permit holder may be required to provide liability insurance for reservations. Insurance requirements are determined based on the CITY's risk assessment of the event and vary by the type of event/activities/uses, facility location, and number of anticipated guests. Requirements are subject to change without notice.

The insurance certificate must meet CITY requirements, name the CITY, and their officers, employees and agents as additionally insured and cover all activities associated with the use of CITY facilities.

9. Capacity Uses

Users must adhere to the maximum capacity use of CITY facilities, as determined by State and CITY codes, ordinances and regulations.

10. Storage

CITY does not provide storage and reserves the right to remove any remaining items from the premises or stored at the owner's expense, including administrative costs to dispose of unclaimed property.



11. Decorations

Decorating time must be included in the approved rental time. Nails, staples, tacks, tape or anything that may damage the building shall not be permitted. Candles, open flames, confetti, glitter, straw, hay, bird seed, rice, bubbles, petals, and other granular surfaces are not permitted. Prior approval must be obtained for the use of helium balloons and a fee will be charged for the removal of any/all balloons which remain in the vaulted ceiling, lights, etc. of the facility. Rental patrons must supply their own ladders for decorating. All decorations must be removed by user immediately following the activity.

12. Fundraising

Only valid 501(c) non-profit groups shall be allowed to use CITY facilities for fundraising purposes. Organizations will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit. All rental fees apply.

13. Banners/Signage

Banners or signage is not permitted on/at any CITY facilities without prior written approval and must comply with all CITY codes.

For any event, the following disclaimer is required on any flyer/notice or electronic communication: "This event is a private reservation and is not endorsed or sponsored by the City of Laguna Niguel."

## C. SEA COUNTRY SENIOR AND COMMUNITY CENTER

The following policies pertain to the use of Sea Country Senior and Community Center.

1. Sea Country Senior and Community Center

- a. All General Rules and Regulations (Sections A and B) apply to the Sea Country Senior and Community Center unless otherwise stated in this section.
- b. The fees for use are set forth in the Facilities Use Fee Schedule (Attachment A).
- c. Variable public hours are subject to season, holidays, and programmed activities.
- d. The facility may be reserved during the following hours depending on availability:

Monday through Thursday:	5:00 p.m. to 11:00 p.m.
Friday:	5:00 p.m. to 12:00 midnight
Saturday:	6:00 a.m. to 12:00 midnight
Sunday:	6:00 a.m. to 11:00 p.m.

Public hours are subject to change.

#### D. INTERPRETATION AND IMPLEMENTATION

In order to facilitate the efficient and timely administration and implementation of this Policy, the City Council recognizes that situations may arise that require City staff to make interpretations and exceptions to this Policy in order to carry out the purposes and goals of this Policy. For that purpose, the City Manager is authorized to make those interpretations and exceptions as the need arises, and without prior application or notice or City Council prior approval, provided that those interpretations and exceptions are consistent with the goals and purposes of this Policy. Any request for an interpretation or exception to the Policy that the City Manager believes is not consistent with the goals and purposes of the Policy may be denied by the City Manager or, if the City Manager determines in his or her judgment, should be reviewed by the City Council, may be referred to the Council for review and determination prior to approval.

Attachments:

- A. Facility Use Fee Schedule for Sea Country Senior and Community Center

City of Laguna Niguel

SEA COUNTRY SENIOR AND COMMUNITY CENTER Proposed Facility Use Hourly Fees

Sea Country Senior and Community Center - Reservable Spaces		Resident, Non-Profit		Resident, Private			Resident, Commercial			Non-Resident, Non-Profit			Non-Resident, Private			Non-Resident, Commercial	
		Current	Proposed	Current	Proposed	Proposed 2	Current	Proposed	Proposed 2	Current	Proposed	Proposed 2	Current	Proposed	Proposed 2	Current	Proposed
Sun Room		N/A	\$20.00	N/A	\$30.00	\$30.00	N/A	\$60.00	\$60.00	N/A	\$30.00	\$30.00	N/A	\$60.00	\$60.00	N/A	\$90.00
Oak Room		\$30.00	\$35.00	\$50.00	\$55.00	\$55.00	\$60.00	\$75.00	\$75.00	\$50.00	\$55.00	\$55.00	\$60.00	\$75.00	\$75.00	\$70.00	\$95.00
Billiards		N/A	\$35.00	N/A	\$55.00	\$55.00	N/A	\$75.00	\$75.00	N/A	\$55.00	\$55.00	N/A	\$75.00	\$75.00	N/A	\$95.00
Aspen Room		N/A	\$35.00	N/A	\$55.00	\$55.00	N/A	\$75.00	\$75.00	N/A	\$55.00	\$55.00	N/A	\$75.00	\$75.00	\$70.00	\$95.00
Pines		\$30.00	\$35.00	\$50.00	\$55.00	\$55.00	\$60.00	\$75.00	\$75.00	\$50.00	\$55.00	\$55.00	\$60.00	\$75.00	\$75.00	\$70.00	\$95.00
Pine A		\$30.00	\$30.00	\$50.00	\$50.00	\$50.00	\$60.00	\$70.00	\$70.00	\$50.00	\$50.00	\$50.00	\$60.00	\$70.00	\$70.00	\$70.00	\$90.00
Pine B		\$30.00	\$30.00	\$50.00	\$50.00	\$50.00	\$60.00	\$70.00	\$70.00	\$50.00	\$50.00	\$50.00	\$60.00	\$70.00	\$70.00	\$70.00	\$90.00
Yosemite Ballroom		\$80.00	\$80.00	\$120.00	\$120.00	\$120.00	\$160.00	\$160.00	\$160.00	\$120.00	\$120.00	\$120.00	\$150.00	\$160.00	\$160.00	\$200.00	\$200.00
Yosemite A		\$50.00	\$50.00	\$80.00	\$80.00	\$80.00	\$100.00	\$120.00	\$120.00	\$80.00	\$80.00	\$80.00	\$100.00	\$120.00	\$120.00	\$120.00	\$160.00
Yosemite B		\$50.00	\$50.00	\$80.00	\$80.00	\$80.00	\$100.00	\$120.00	\$120.00	\$80.00	\$80.00	\$80.00	\$100.00	\$120.00	\$120.00	\$120.00	\$160.00
Grand Ballroom		\$80.00	\$100.00	\$120.00	\$130.00	\$125.00	\$160.00	\$180.00	\$165.00	\$120.00	\$130.00	\$125.00	\$150.00	\$180.00	\$165.00	\$200.00	\$220.00
Stage Half		\$50.00	\$60.00	\$80.00	\$100.00	\$80.00	\$100.00	\$140.00	\$120.00	\$80.00	\$100.00	\$80.00	\$100.00	\$140.00	\$120.00	\$120.00	\$180.00
Dining Half		\$50.00	\$60.00	\$80.00	\$100.00	\$80.00	\$100.00	\$140.00	\$120.00	\$80.00	\$100.00	\$80.00	\$100.00	\$140.00	\$120.00	\$120.00	\$180.00
Yosemite Kitchen		N/A	\$50.00	N/A	\$50.00	\$50.00	N/A	\$50.00	\$50.00	N/A	\$50.00	\$50.00	N/A	\$50.00	\$50.00	N/A	\$100.00
Grand Kitchen		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$100.00
Exclusive Use of Facility Fee (includes 15% discount)																	
		N/A	\$374.00	N/A	\$510.00	\$506.00	N/A	\$680.00	\$594.00	N/A	\$510.00	\$506.00	N/A	\$680.00	\$667.00	N/A	\$927.00
NOTE: Courtyard is included in exclusive use agreements.																	

Sea Country - Reservable Exterior Spaces	Flat Fee
Courtyard (must reserve with 1/2 Ballroom)	
*Events	\$100.00
**Wedding Ceremony	\$200.00

\*set-up as is per event

\*\*special occasion set-up i.e. cocktail hour and wedding ceremony set-up

Miscellaneous Fees	Flat Fee
Administrative Fee (Event Date Changes)	\$50.00
Unauthorized Extension of Time Penalty Fee	\$100.00
Hourly Staffing Fee (Additional Staff or	\$30.00/hr
Unauthorized Extension)	
Rental Cancellation Fee	\$75.00
Clean Up Fee	\$50.00/hr
Piano	\$50.00
Portable Bar and Equipment	\$100.00
Building/Equipment Repairs	Actual Cost of Service + 20%
**Janitorial Services	Actual Cost of Service

Security Deposit (no change)	Flat Fee
Full Ballroom	\$500.00
Half Ballroom	\$300.00
	\$100.00
All Other Rooms	
Activities Including Alcohol	\$500.00

\*\*Estimated at \$175



## **DELEGATION OF FACILITY USE FEE WAIVER**

### **COUNCIL POLICY**

**Adopted: 3/20/2018**

**Last Revised: 4/16/2019**

The City recognizes that public interest is well served by making facilities available to community groups and individual members for special events, meetings, and entertainment. The costs associated with making such facilities available are generally recovered through fees collected for the special event. However, the public interest is also served by waiving such fees for limited special events that have direct community benefit. Furthermore, to maintain public trust, procedures shall be established for consistent, fair, and prompt evaluation of such requests.

#### **A. Purpose**

The purpose of this policy is to authorize the City Manager to approve or disapprove fee waiver or fee reduction requests for facility use fees and vendor or photography permit fees. Due to the timeliness involved with advertising and coordinating special events, the City Council shall set forth eligibility requirements and authorize the City Manager to approve or disapprove fee waiver or fee reduction requests for cumulative event facility use fees, and vendor or photography permit fees, up to \$3,000 per request. Any request over \$3,000 will be presented to the City Council for consideration of waiver.

#### **B. Responsibility**

Eligibility for special event fee waiver or reduction will be evaluated by the staff and the City Manager after the request has been submitted in writing, no less than 45 days prior to the event. Based on criteria established in this policy, the City Manager will approve or disapprove the fee waiver or reduction request. All requests must be submitted in writing, with a copy of the organization's 501(c) status, and with information that demonstrates that the payment of the fee will be a financial hardship.

#### **C. Eligibility Requirements for Fee Waiver and Fee Reduction Consideration**

The following requests can be considered for fee waiver or reduction by the City Manager:

- Events organized by the Niguel Botanical Preserve
- Events organized by the Laguna Niguel Historical Society
- Events organized by the Laguna Niguel Senior Citizens Club
- Laguna Niguel hosted Relay for Life events
- Governmental events when the use is related to the performance of their

normal functions and benefit the City of Laguna Niguel residents

- Special regional sports events that serve Laguna Niguel students and where there are limited specialized facilities in the area (i.e., dive meets)
- Laguna Niguel based non-profit 501(c) entities with documented tax exempt status, where the event will serve a public purpose of community-wide importance.

In order to provide equal opportunities for all groups to utilize City facilities, fee waiver or reduction requests will only be considered up to twice in one calendar year for organizations not financially affiliated with the City of Laguna Niguel.

Fee waivers or reductions will not be granted for the following:

- Private functions (weddings, anniversaries, birthdays, etc.);
- Events or activities that are not open to the public; and
- Organizations based outside of Laguna Niguel (unless determined to benefit City of Laguna Niguel residents).

Facility fee waivers or reductions are for facility fees and vending or photography permit fees only. Direct costs, including but not limited to, staff time, required security, alcohol and security deposits, insurance, ABC alcohol permits, and traffic control are not eligible for fee waiver or reduction under this policy.

Acceptance of an application for a fee waiver or reduction does not guarantee the availability of the facility or imply approval of the fee waiver or reduction. All applicable reservation procedures including the room rental deposit and the alcohol deposit must be paid prior to reservation confirmation.

Applicants are required to adhere to all applicable policies, procedures, rules, regulations, laws, and ordinances of the City of Laguna Niguel. In addition to fee waiver or reduction consideration, exceptions to the Facilities Use Policy may be made by the City Manager or City Council, which would allow rental patrons to host an event that may not comply with parameters stated in the Facilities Use Policy. Any individual or organization failing to abide by the policy and procedures set forth in this document, and in the City's Facilities Use Policy, will be ineligible to request a fee waiver or reduction in the future.

#### **D. Acknowledgement**

All fee waiver or reduction recipients shall acknowledge the City of Laguna Niguel's contribution in all publicity relating to sponsors of the event or activity. This includes logos and statements in all advertising and promotional material,

media releases and in other promotional contexts. Promotional opportunities should be detailed in every event application.



## **NAMING OF CITY FACILITIES**

### **COUNCIL POLICY**

**Adopted: 5/2/2017**

**Last Revised: 4/16/2019**

On February 7 and May 2, 2017, the City Council discussed the idea of naming City facilities or features, such as rooms or patios, after individuals to honor their service and dedication to the community. The City Council also discussed the option to develop a memorial or leadership wall at a facility such as City Hall where individuals could be recognized. Ultimately, the City Council, by minute motion, adopted the policy to NOT name City buildings or rooms after individuals.

### **A. Policy**

City buildings or rooms shall NOT be named after individuals. In addition, no memorial or leadership wall shall be established at any City facility.

This policy shall not apply to recognizing past Mayors in the Council Chambers and the Citizen of the Year Grove located in the Niguel Botanical Preserve at Crown Valley Park.



## **NAMING OF PUBLIC PARKS**

**COUNCIL POLICY**  
**Adopted: 4/17/1990**  
**Last Revised: 4/16/2019**

On April 17, 1990, the City Council adopted Resolution No. 90-45 establishing a policy for the naming of public parks within the City. The purpose of the Council Policy is to provide flexibility in the naming of public parks, and to establish a naming priority that describes the local park, aids in locating parks, established appropriate names for the type of facilities, and provides overall compatibility within the community.

### **A. Policy**

The following four levels of priority have been established for naming public parks:

1. Named after places and feature names
2. Named after historic events
3. Named after mythological names
4. Named after persons

Attachment:

- A. Resolution No. 90-45





## **SPORTS SPONSORSHIP REQUEST**

### **COUNCIL POLICY**

**Adopted: 2/17/1998**

**Last Revised: 4/16/2019**

The Sports Sponsorship Program provides fund to assist resident-based youth sports teams and groups to compete in out-of-the-area/out-of-the-state events.

#### **A. Policy**

1. The appointed Sports Advisory Committee will meet on an as needed basis to consider sports sponsorship requests. The Committee will then make funding recommendations to the City Council regarding sponsorship requests received.
2. Eligible groups must consist of at least 50% Laguna Niguel residents, with priority given to groups with higher residency rates.
3. Requests from CUSD school groups serving Laguna Niguel residents shall be exempt from the Residency requirements (example: Aliso Viejo and Dana Hills High School groups, which serve students from Laguna Niguel, as well as surrounding cities).
4. Requests shall be considered from any eligible group. Membership in or affiliation with a Sports Advisory Committee member organization is not required.
5. Requests shall only be considered for out-of-the-area/state/country events. No local event sponsorship requests will be considered.
6. Organizations requesting funds must be competing in events that have a minimum estimated cost of \$2,000 to be eligible from consideration. Cost estimates must be submitted in writing on forms provided by the City.
7. Organizations requesting funds must match the requested amount via fundraising.
8. An annual allocation of \$3,000 per fiscal year shall be provided for all requests, with a maximum grant of \$1,000 per request, per fiscal year.
9. There shall be no limit on the number of requests considered each year.



## ELECTRIC VEHICLE CHARGING STATION POLICY

COUNCIL POLICY  
Adopted: 9/17/2024

The purpose of this policy is to provide the guidelines for the City of Laguna Niguel's Electric Vehicle (EV) charging station network. The policy outlines the fees for public use of the City-owned EV charging stations and provides guidance on maintenance and other operating costs and defines the parameters for expanding the City's EV charging station network.

### A. Fees

The fees for public use of the City-owned EV charging stations are shown in the table below. The fees described herein will become effective on January 1, 2025.

Fee Description	New Fee Amount	When Fee Is Assessed
<b>Charging Fee<sup>2</sup></b>		
Level 2 Charging Station	\$0.25 per kilowatt hour	Upon Plug-In
Level 3 Direct Current Fast Charging Station	\$0.40 per kilowatt hour	Upon Plug-In
<b>Overstay Fee<sup>3</sup></b>	\$15.00 per hour (\$0.25 per minute)	See Note 3 below
<b>Dwell Time Fee<sup>4</sup></b>	\$10.00 per hour (\$0.167 per minute)	See Note 4 below

#### Notes:

1. The charging time limit for all City-owned Electric Vehicle (EV) charging stations is three (3) hours with a 15-minute grace period, with the exception of the EV charging stations located at the Laguna Niguel/Mission Viejo Metrolink Station.
2. The Charging Fee is assessed at all City-owned EV charging stations upon plugging into the charging station, with the exception of the portable, solar-powered stations.

3. The Overstay Fee is assessed at all City-owned EV charging stations following the expiration of the 3-hour charging time limit and 15-minute grace period, with the exception of the EV charging stations located at the Laguna Niguel/Mission Viejo Metrolink Station.
4. The Dwell Time Fee is assessed at all City-owned EV charging stations at the time an EV battery is fully charged and following the expiration of a 15-minute grace period, with the exception of the EV charging stations located at the Laguna Niguel/Mission Viejo Metrolink Station.
5. Fees collected from the public for its use of the City-owned EV charging stations shall be used to offset the City's electricity and operating costs.

**B. Maintenance and other operating costs**

The Maintenance and other operating costs associated with the City-owned EV charging stations will continue to be budgeted in the City's annual Operating Budget.

**C. Expanding the City-owned EV charging station network**

The expansion of the City-owned EV charging station network will be based upon user demand and availability of grant funding.