

Permit Contract

Help

**City of Pasadena**  
 100 N. Garfield Ave.  
 Rm N255  
 Pasadena, CA 91109  
 Phone: (626) 744-4386  
 FAX: (626) 744-6821  
 E-mail: hsr-activenet@cityofpasadena.net

**Permit #806, Issued**  
 Jun 24, 2009 9:53 AM

*City of Pasadena*  
 Human Services & Recreation Dept

Customer Type: Individual / Private  
 Prepared By: Marina Calderon

Agent: Charles Kaczinski  
 Jet Propulsion Laboratory  
 4800 Oak Grove Dr.  
 Pasadena, CA 91109

Work: (818) 354-3974

Charges	Taxes	Discounts	Total Charges	Total Payments	Refunds	Balance
\$2,750.00	0	0	\$2,750.00	(\$2,750.00)	0	0

▼ RESERVATIONS

Event	Resource	Center
JPL (Softball) Type: Outdoor Sports Rental Attend/Qty: 60	Hahamongna Multi Purpose Field	Hahamongna Watershed Park N Oak Grove Drive & Foothill Blvd Pasadena, CA 91103 (626) 744-7195

  

Day	Days Requested Date	Event Begins	Duration	Event Ends
Monday	Jul 6, 2009	5:30 PM	2 hours	Jul 6, 2009 at 7:30 PM
Tuesday	Jul 7, 2009	5:30 PM	2 hours	Jul 7, 2009 at 7:30 PM
Wednesday	Jul 8, 2009	5:30 PM	2 hours	Jul 8, 2009 at 7:30 PM
Monday	Jul 13, 2009	5:30 PM	2 hours	Jul 13, 2009 at 7:30 PM
Tuesday	Jul 14, 2009	5:30 PM	2 hours	Jul 14, 2009 at 7:30 PM
Wednesday	Jul 15, 2009	5:30 PM	2 hours	Jul 15, 2009 at 7:30 PM
Monday	Jul 20, 2009	5:30 PM	2 hours	Jul 20, 2009 at 7:30 PM
Tuesday	Jul 21, 2009	5:30 PM	2 hours	Jul 21, 2009 at 7:30 PM
Wednesday	Jul 22, 2009	5:30 PM	2 hours	Jul 22, 2009 at 7:30 PM
Monday	Jul 27, 2009	5:30 PM	2 hours	Jul 27, 2009 at 7:30 PM
Tuesday	Jul 28, 2009	5:30 PM	2 hours	Jul 28, 2009 at 7:30 PM
Monday	Aug 3, 2009	5:30 PM	2 hours	Aug 3, 2009 at 7:30 PM
Tuesday	Aug 4, 2009	5:30 PM	2 hours	Aug 4, 2009 at 7:30 PM
Wednesday	Aug 5, 2009	5:30 PM	2 hours	Aug 5, 2009 at 7:30 PM
Monday	Aug 10, 2009	5:30 PM	2 hours	Aug 10, 2009 at 7:30 PM
Tuesday	Aug 11, 2009	5:30 PM	2 hours	Aug 11, 2009 at 7:30 PM
Wednesday	Aug 12, 2009	5:30 PM	2 hours	Aug 12, 2009 at 7:30 PM
Monday	Aug 17, 2009	5:30 PM	2 hours	Aug 17, 2009 at 7:30 PM
Tuesday	Aug 18, 2009	5:30 PM	2 hours	Aug 18, 2009 at 7:30 PM
Monday	Aug 24, 2009	5:30 PM	2 hours	Aug 24, 2009 at 7:30 PM
Tuesday	Aug 25, 2009	5:30 PM	2 hours	Aug 25, 2009 at 7:30 PM

Wednesday	Aug 26, 2009	5:30 PM	2 hours	Aug 26, 2009 at 7:30 PM
Monday	Aug 31, 2009	5:30 PM	2 hours	Aug 31, 2009 at 7:30 PM
Tuesday	Sep 1, 2009	5:30 PM	2 hours	Sep 1, 2009 at 7:30 PM
Wednesday	Sep 2, 2009	5:30 PM	2 hours	Sep 2, 2009 at 7:30 PM

<b>Summary</b>	<b>Notes</b>
Total Number of Dates: 25	--
Total Time: 50 hours	

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Multi Use / Open Fields - Nonprofit Resident	JPL (Softball) #806 Hahamongna Multi Purpose Field	\$55.00	50.00	0	\$2,750.00

▼ Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1004901.002	Jun 24, 2009	Multi Use / Open Fields - Nonprofit Resident	Hahamongna Multi Purpose Field JPL (Softball) #806	\$2,750.00

▼ DISCLAIMERS

**RULES AND REGULATIONS GOVERNING USE OF CITY RECREATION FACILITIES AND AREAS**

1. City recreation facilities are available to community groups for meetings and activities of a recreational, cultural, civic, and educational nature.
2. Reservation permits are nontransferable to other groups or for other recreational facilities. A copy of the approved permit must be kept on-site at all times during an event.
3. The responsible individual to whom the reservation was issued is required to notify the Park Reservations Desk in writing of any cancellation at least ten (10) business days in advance of the reservation date, or forfeit all fees.
4. Failure to utilize any reservation date on confirmed permit without giving five (5) business days advance notice to the Park Reservations Desk may result in cancellation of future reservation privileges.
5. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times (capacity is posted in rooms).
6. No City property shall be altered or otherwise modified without written authority from the City of Pasadena.
7. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
8. Alcoholic beverages are prohibited in public facilities except as authorized by Pasadena Municipal Code Section 3.24.090.
9. The Park Reservations Desk does not issue permits for holidays. Park sites are available on a first come, first serve basis on holidays.
10. The City of Pasadena will not assume any responsibility for security of exhibits, nor will it provide staff to attend to such exhibits.
11. Groups are requested to observe and help enforce the common rules concerning social behavior; for example, no obscene speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.
12. Reservee/applicant must comply with City Charter provisions concerning use of park property (Article XVI). A copy of the City Charter is available in the City Clerk's Office for viewing.
13. Any groups or organizations which charge an admission/fee may be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts as directed by the City of Pasadena.
14. Patrons are reminded that it is illegal to park automobiles in the park, or block any driveway or entrance leading into or out of a facility or park. These driveways are used for emergency vehicles in case of accidents,

fire, etc. Use approved parking areas only.

15. City staff and/or City-authorized staff are authorized to enter any room on park property at any time in performance of duties.

16. The sale or raffle of merchandise, acceptance of donations, or charging for admission are prohibited in facilities and park grounds, unless the City has given specific written approval.

17. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations governing the use of said property and equipment.

18. Permittees using the recreation centers and/or related areas and facilities shall not engage in illegal discrimination based on race, color, creed, national origin, ancestry or religion.

19. Groups are required to vacate their reserved facilities on or before the time specified on the permit.

20. Smoking is prohibited in City parks, community centers and recreation centers.

21. A refundable cleaning/damage deposit may be required for the use of certain facilities. The deposit will be refunded if the facilities are not damaged, are left in an orderly condition, and all other regulations have been met.

22. The City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees from any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code Section 3.24.100. Liability insurance may also be required in accordance with standards followed by City in such cases.

23. If an event generates a large amount of garbage, Permittee is responsible for providing enough garbage bags for collection.

24. Park Safety Specialists can respond to safety-related concerns at parks - dial (626) 744-4241 for assistance.

**CANCELLATION POLICY**

1. Cancellation notice procedure: Applicant must submit cancellation notice in writing at least ten (10) business days in advance of reservation date to qualify for an 80% partial refund. Mail your written notice to Park Reservations Desk, 175 N. Garfield Ave., Pasadena, CA 91101 or fax to (626)744-6910. Notification date will be the date the Park Reservations Desk receives the written or fax notice.

2. Groups failing to use their permits and/or failing to cancel permits ten (10) business days prior to their reservation date will forfeit their entire reservation fee.

3. Fees for permits may only be refunded due to weather conditions or if City preempts use of the facility. The Parks Reservation Desk must receive written request for such within five (5) business days after the original permit date.

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature:  \_\_\_\_\_

Date: 6-24-09

**City of Pasadena**

100 N. Garfield Ave.  
Rm N255  
Pasadena, CA 91109  
Phone: (626) 744-4386  
FAX: (626) 744-6821  
E-mail: hsr-activenet@cityofpasadena.net

**Receipt #1004901.002**

Jun 24, 2009 9:51 AM

*City of Pasadena*

*Human Services & Recreation Dept*

Prepared By: Rosemary Evangelista  
Company ID: 46

JET PROPULSION LABRATORY  
4800 OAK GROVE DR.  
PASADENA, CA 91109

Home phone: --, Work phone: (818) 354-3974

▼ Payment Summary			
Check:	\$2,750.00	Check # 7079803	Cash: 0
Credit card:	0		Memo: 0
Gift certificate:	0		Account: 0
<b>Total received:</b>	<b>\$2,750.00</b>		<b>Total payments:</b> \$2,750.00
			Payment Plan: 0

▼ Transactions							
Customer	Action	Description	Charge Item	Unit	Qty	Unit Fee	Charge
Jet Propulsion Laboratory 4800 Oak Grove Dr. Pasadena, CA 91109	Payment on account <sup>1</sup>	JPL (Softball) #806 Location: Hahamongna Multi Purpose Field at Hahamongna Watershed Park Permit # 806	Multi Use / Open Fields - Nonprofit Resident	Each			\$2,750.00
						<b>Total Charges</b>	\$2,750.00
						<b>Total Payments</b>	\$2,750.00
						<b>Balance</b>	0

▼ <sup>1</sup> Payment Schedule for Original Balance of \$2,750.00			
Due Date	Amount Due	Amount Paid	Balance
Jun 21, 2009	\$2,750.00	\$2,750.00	0
		<b>Current Balance</b>	0
		<b>Due Now</b>	0

Thank you for supporting City of Pasadena Programs and Facilities. Visit us online at <http://www.cityofpasadena.net/reserve>