

Permit Contract

Help

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

Permit #4061, Issued

Apr 4, 2012 9:59 AM

City of Pasadena
Human Services & Recreation Dept

Customer Type: Individual / Private
 Prepared By: Kenny James

Company: Jet Propulsion Laboratory
 4800 Oak Grove Dr.
 Pasadena, CA 91109

Agent: Charles Kaczinski

Work: (818) 354-3974

Charges	Taxes	Discounts	Total Charges	Total Payments	Refunds	Balance
\$3,520.00	\$0	\$0	\$3,520.00	(\$3,520.00)	\$0	\$0

▼ **RESERVATIONS**

Event	Resource	Center	Notes	
JPL Type: Outdoor Sports Rental Attend/Qty: 20	Hahamongna Multi Purpose Field	Hahamongna Watershed Park N Oak Grove Drive & Foothill Blvd Pasadena, CA 91103 (626) 744-7195	--	
Days Requested	Event Begins	Duration	Event Ends	
Day	Date			
Monday	Apr 16, 2012	5:30 PM	2 hours	Apr 16, 2012 at 7:30 PM
Tuesday	Apr 17, 2012	5:30 PM	2 hours	Apr 17, 2012 at 7:30 PM
Wednesday	Apr 18, 2012	5:30 PM	2 hours	Apr 18, 2012 at 7:30 PM
Monday	Apr 23, 2012	5:30 PM	2 hours	Apr 23, 2012 at 7:30 PM
Tuesday	Apr 24, 2012	5:30 PM	2 hours	Apr 24, 2012 at 7:30 PM
Wednesday	Apr 25, 2012	5:30 PM	2 hours	Apr 25, 2012 at 7:30 PM
Monday	Apr 30, 2012	5:30 PM	2 hours	Apr 30, 2012 at 7:30 PM
Tuesday	May 1, 2012	5:30 PM	2 hours	May 1, 2012 at 7:30 PM
Wednesday	May 2, 2012	5:30 PM	2 hours	May 2, 2012 at 7:30 PM
Monday	May 7, 2012	5:30 PM	2 hours	May 7, 2012 at 7:30 PM
Tuesday	May 8, 2012	5:30 PM	2 hours	May 8, 2012 at 7:30 PM
Wednesday	May 9, 2012	5:30 PM	2 hours	May 9, 2012 at 7:30 PM
Monday	May 14, 2012	5:30 PM	2 hours	May 14, 2012 at 7:30 PM
Tuesday	May 15, 2012	5:30 PM	2 hours	May 15, 2012 at 7:30 PM
Wednesday	May 16, 2012	5:30 PM	2 hours	May 16, 2012 at 7:30 PM
Monday	May 21, 2012	5:30 PM	2 hours	May 21, 2012 at 7:30 PM
Tuesday	May 22, 2012	5:30 PM	2 hours	May 22, 2012 at 7:30 PM
Wednesday	May 23, 2012	5:30 PM	2 hours	May 23, 2012 at 7:30 PM
Tuesday	May 29, 2012	5:30 PM	2 hours	May 29, 2012 at 7:30 PM
Wednesday	May 30, 2012	5:30 PM	2 hours	May 30, 2012 at 7:30 PM
Monday	Jun 4, 2012	5:30 PM	2 hours	Jun 4, 2012 at 7:30 PM

Tuesday	Jun 5, 2012	5:30 PM	2 hours	Jun 5, 2012 at 7:30 PM
Wednesday	Jun 6, 2012	5:30 PM	2 hours	Jun 6, 2012 at 7:30 PM
Monday	Jun 11, 2012	5:30 PM	2 hours	Jun 11, 2012 at 7:30 PM
Tuesday	Jun 12, 2012	5:30 PM	2 hours	Jun 12, 2012 at 7:30 PM
Wednesday	Jun 13, 2012	5:30 PM	2 hours	Jun 13, 2012 at 7:30 PM
Monday	Jun 18, 2012	5:30 PM	2 hours	Jun 18, 2012 at 7:30 PM
Tuesday	Jun 19, 2012	5:30 PM	2 hours	Jun 19, 2012 at 7:30 PM
Wednesday	Jun 20, 2012	5:30 PM	2 hours	Jun 20, 2012 at 7:30 PM
Monday	Jun 25, 2012	5:30 PM	2 hours	Jun 25, 2012 at 7:30 PM
Tuesday	Jun 26, 2012	5:30 PM	2 hours	Jun 26, 2012 at 7:30 PM
Wednesday	Jun 27, 2012	5:30 PM	2 hours	Jun 27, 2012 at 7:30 PM

Question**Answer**

Are you a Youth Sports Group?

No

Summary**Notes**

Total Number of Dates: 32
Total Time: 64 hours

Per Charles Kaczinski's 3-19-12 email: Memorial Day, 5-28-12, was deleted from Permit #4061.

* Revised estimate sent to Charles 3-21-12.

Insurance approved by the City's Liability Office.

* JPL's certificate of liability insurance expires 10-01-12 and covers JPL 2012 Softball Season (April 16, 2012 to August 30, 2012).

1-09-12

Hello, Charles.

Thank you for your sports reservation.

Your application has been approved. Please review the details of #4061 JPL 4-16-12 to 6-27-12 at Hahamonga Multi Purpose Field.

To complete processing, these are the requirements and due dates:

1) Payment of fees: due 3-15-12

2) Certificate of general liability insurance naming City of Pasadena as additional insured through endorsement (must include endorsement pages naming City of Pasadena and cover all play dates) - submit to Park Reservations by 3-15-12 for approval by the City's Liability Office

Note: Insurance must be approved before a sports or park permit can be issued.

Payment options: credit card online, credit card by phone, check, cash.

* An appointment is recommended if you plan to make your payment at Park Reservations Desk.

* For credit card payment by phone, in addition to the credit card information, official ID (i.e. Driver's License) information must be provided. If you want to take this option, kindly email me and we can arrange a convenient time that works for you.

If you have any questions or need additional information, let me know how I can assist further. The quickest way to contact Park Reservations (and avoid phone tag) is by email.

Have a good day.

Rosemary Evangelista and/or Maria Mendez

Park Reservations/Permits
 Human Services & Recreation Department
 City of Pasadena
 Victory Park Recreation Center
 2575 Paloma Street, Pasadena, CA. 91107
 Phone: 626-744-7195
 Fax: 626-744-7520
 Email: rsvdesk@cityofpasadena.net
 Website: http://www.cityofpasadena.net/reserve

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Multi Use / Open Fields - Private Resident	JPL #4061 Hahamongna Multi Purpose Field	\$55.00	64.00	\$0	\$3,520.00

▼ Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1029321.002	Apr 4, 2012	Multi Use / Open Fields - Private Resident	Hahamongna Multi Purpose Field JPL #4061	\$3,520.00

▼ 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, non-expressive and educational nature.
 2. Reservation permits are nontransferable to other groups/individuals 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 no less than ten (10) business days in advance of the event 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. Event signage may not be nailed, stapled, etc. to trees, signs, buildings or other City property. Parking cars on turf or grass areas is not allowed unless authorized by City staff.
 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. No park permits are issued during 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 no less than ten (10) business days in advance of reservation date to receive a refund minus the deposit amount. 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: _____

Permit #: 4061 (CHARLES KACZMWSKI FOR JET PROPULSION LABORATORY)
4-16-12 TO 6-27-12

Staff Signature: *Bryant* Date: 4-04-12

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Receipt #1029321.002

Apr 4, 2012 9:54 AM

City of Pasadena
 Human Services & Recreation Dept

Prepared By: Rosemary Evangelista
 Company ID: 46

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

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

▼ **Payment Summary**

Check:	\$3,520.00	Check # 7121428	Cash:	\$0
Credit card:	\$0		Memo:	\$0
			Account:	\$0
Gift Certificate:	\$0		Total received:	\$3,520.00
Financial Aid:	\$0		Total payments:	\$3,520.00
			Payment Plan:	\$0

▼ **Transactions**

Customer	Description	Item	Unit	Qty	Fee	Charge
Jet Propulsion Labratory 4800 Oak Grove Dr. Pasadena, CA 91109	JPL #4061 Action: Payment on Account ¹ Location: Hahamongna Multi Purpose Field at Hahamongna Watershed Park Permit # 4061	Multi Use / Open Fields - Private Resident	Each			\$3,520.00
Total Charges						\$3,520.00
Total Payments						\$3,520.00
Balance						\$0

▼ ¹ **Payment Schedule for Original Balance of \$3,520.00**

Due Date	Amount Due	Amount Paid	Balance
Dec 28, 2011	\$3,520.00	\$3,520.00	\$0
	Current Balance		\$0
	Due Now		\$0

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