

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

#9004268, On Hold

Mar 28, 2013 5:46 PM
 Expires Mar 28, 2014

City of Pasadena
Human Services & Recreation Dept

Customer Type: Nonprofit
 Prepared By: Kenny James

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

Agent: Charles Kaczinski

Alternate: (818) 354-3974

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$2,790.00	\$0	\$0	\$2,790.00	\$0	\$0	\$0	\$0	\$2,790.00

▼ **RESERVATIONS**

Event		Resource	Center		Notes
JPL Softball 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 15, 2013	5:30 PM	2 hours	Apr 15, 2013 at 7:30 PM	
Tuesday	Apr 16, 2013	5:30 PM	2 hours	Apr 16, 2013 at 7:30 PM	
Wednesday	Apr 17, 2013	5:30 PM	2 hours	Apr 17, 2013 at 7:30 PM	
Monday	Apr 22, 2013	5:30 PM	2 hours	Apr 22, 2013 at 7:30 PM	
Tuesday	Apr 23, 2013	5:30 PM	2 hours	Apr 23, 2013 at 7:30 PM	
Wednesday	Apr 24, 2013	5:30 PM	2 hours	Apr 24, 2013 at 7:30 PM	
Monday	Apr 29, 2013	5:30 PM	2 hours	Apr 29, 2013 at 7:30 PM	
Tuesday	Apr 30, 2013	5:30 PM	2 hours	Apr 30, 2013 at 7:30 PM	
Wednesday	May 1, 2013	5:30 PM	2 hours	May 1, 2013 at 7:30 PM	
Monday	May 6, 2013	5:30 PM	2 hours	May 6, 2013 at 7:30 PM	
Tuesday	May 7, 2013	5:30 PM	2 hours	May 7, 2013 at 7:30 PM	
Wednesday	May 8, 2013	5:30 PM	2 hours	May 8, 2013 at 7:30 PM	
Monday	May 13, 2013	5:30 PM	2 hours	May 13, 2013 at 7:30 PM	
Tuesday	May 14, 2013	5:30 PM	2 hours	May 14, 2013 at 7:30 PM	
Wednesday	May 15, 2013	5:30 PM	2 hours	May 15, 2013 at 7:30 PM	
Monday	May 20, 2013	5:30 PM	2 hours	May 20, 2013 at 7:30 PM	
Tuesday	May 21, 2013	5:30 PM	2 hours	May 21, 2013 at 7:30 PM	
Wednesday	May 22, 2013	5:30 PM	2 hours	May 22, 2013 at 7:30 PM	
Tuesday	May 28, 2013	5:30 PM	2 hours	May 28, 2013 at 7:30 PM	
Wednesday	May 29, 2013	5:30 PM	2 hours	May 29, 2013 at 7:30 PM	
Monday	Jun 3, 2013	5:30 PM	2 hours	Jun 3, 2013 at 7:30 PM	
Tuesday	Jun 4, 2013	5:30 PM	2 hours	Jun 4, 2013 at 7:30 PM	

Wednesday	Jun 5, 2013	5:30 PM	2 hours	Jun 5, 2013 at 7:30 PM
Monday	Jun 10, 2013	5:30 PM	2 hours	Jun 10, 2013 at 7:30 PM
Tuesday	Jun 11, 2013	5:30 PM	2 hours	Jun 11, 2013 at 7:30 PM
Wednesday	Jun 12, 2013	5:30 PM	2 hours	Jun 12, 2013 at 7:30 PM
Monday	Jun 17, 2013	5:30 PM	2 hours	Jun 17, 2013 at 7:30 PM
Tuesday	Jun 18, 2013	5:30 PM	2 hours	Jun 18, 2013 at 7:30 PM
Wednesday	Jun 19, 2013	5:30 PM	2 hours	Jun 19, 2013 at 7:30 PM
Monday	Jun 24, 2013	5:30 PM	2 hours	Jun 24, 2013 at 7:30 PM
Wednesday	Jun 26, 2013	5:30 PM	2 hours	Jun 26, 2013 at 7:30 PM

Summary**Notes**

Total Number of Dates: 31

Total Time: 62 hours
Per Charles Kaczinski's request:

5-27-13, Monday, was deleted since it is Memorial Day. The revised estimate for #9004268 was prepared & emailed to Charles Kaczinski.

Kenny James confirmed 6-25-13 is not available due to another permitted event.

3-28-13

Hello, Charles.

Thank you for your sports reservation.

Please review the details of #9004268 JPL Softball from 4-15-13 to 6-26-13 at Hahamonga Multi Purpose Field.

To complete processing, these requirements are due 4-03-13:

1) Payment of fees

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 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 check or credit card payment by phone, in addition to the check or credit card information, official ID (i.e. Driver's License) information must be provided.

* For credit card payment by phone, kindly email me with your availability and contact phone # so we can arrange a convenient time that works for you.

If you have 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
Park Reservations/Permits
Human Services & Recreation Department
City of Pasadena
Victory Park Recreation Center
2575 Paloma Street, Pasadena, CA. 91107
Phone: 626-744-7199
Fax: 626-744-7520

Email: rsvdesk@cityofpasadena.net
 Website: <http://www.cityofpasadena.net/reserve>

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Baseball/Softball Diamond - Nonprofit Resident	JPL Softball #9004268 Hahamongna Multi Purpose Field	\$45.00	62.00	\$0	\$2,790.00

▼ 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, 2575 Paloma St., Pasadena, CA 91107 or fax to (626)744-7520. 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.

▼ **CUSTOM QUESTIONS**

Question	Answer
Are you a Youth Sports Group?	No

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 #: _____