

City of Pasadena ? Human Services & Recreation Methods of Payment

100 North Garfield Avenue, Room N255 (Administrative Offices) Visa, MasterCard, Other
 Pasadena, CA 91109
 (626) 744-4386
 Email: hsr-activenet@cityofpasadena.net

Have Questions?
 Online Registration FAQs

Recreation Guide

Spring Summer 2016 Recreation Guide is Now Available Click here to see a PDF version of the guide.

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Pasadena, CA 91109
 Phone: (626) 744-4386
 FAX: (626) 744-6821
 Email: hsr-activenet@cityofpasadena.net



Customer Type: Nonprofit
 Prepared By: Dewayne Owney

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

Agent: Charles Kaczinski
 Email: charles.j.kaczinski@jpl.nasa.gov

Alternate: (818) 354-3974

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$2,420.00	\$0	\$0	\$2,420.00	\$0	\$0	(\$2,420.00)	\$0	\$0

▼ RESERVATIONS

Event	Resource	Center	Notes
Jet Propulsion Laboratory Type: Outdoor General Attend/Qty: 0	Hahamongna Multi Purpose Field	Hahamongna Watershed Park N Oak Grove Drive & Foothill Blvd Pasadena, CA 91103 (626) 744-7199	--

Day	Days Requested Date	Event Begins	Duration	Event Ends	
Monday	Jul 11, 2016	5:30 PM	2 hours	Jul 11, 2016 at 7:30 PM	
Tuesday	Jul 12, 2016	5:30 PM	2 hours	Jul 12, 2016 at 7:30 PM	
Wednesday	Jul 13, 2016	5:30 PM	2 hours	Jul 13, 2016 at 7:30 PM	
Monday	Jul 18, 2016	5:30 PM	2 hours	Jul 18, 2016 at 7:30 PM	
Tuesday	Jul 19, 2016	5:30 PM	2 hours	Jul 19, 2016 at 7:30 PM	
Monday	Jul 25, 2016	5:30 PM	2 hours	Jul 25, 2016 at 7:30 PM	
Tuesday	Jul 26, 2016	5:30 PM	2 hours	Jul 26, 2016 at 7:30 PM	
Wednesday	Jul 27, 2016	5:30 PM	2 hours	Jul 27, 2016 at 7:30 PM	
Monday	Aug 1, 2016	5:30 PM	2 hours	Aug 1, 2016 at 7:30 PM	
Tuesday	Aug 2, 2016	5:30 PM	2 hours	Aug 2, 2016 at 7:30 PM	
Wednesday	Aug 3, 2016	5:30 PM	2 hours	Aug 3, 2016 at 7:30 PM	
Monday	Aug 8, 2016	5:30 PM	2 hours	Aug 8, 2016 at 7:30 PM	
Tuesday	Aug 9, 2016	5:30 PM	2 hours	Aug 9, 2016 at 7:30 PM	
Monday	Aug 15, 2016	5:30 PM	2 hours	Aug 15, 2016 at 7:30 PM	
Tuesday	Aug 16, 2016	5:30 PM	2 hours	Aug 16, 2016 at 7:30 PM	
Wednesday	Aug 17, 2016	5:30 PM	2 hours	Aug 17, 2016 at 7:30 PM	
Monday	Aug 22, 2016	5:30 PM	2 hours	Aug 22, 2016 at 7:30 PM	
Tuesday	Aug 23, 2016	5:30 PM	2 hours	Aug 23, 2016 at 7:30 PM	
Wednesday	Aug 24, 2016	5:30 PM	2 hours	Aug 24, 2016 at 7:30 PM	
Monday	Aug 29, 2016	5:30 PM	2 hours	Aug 29, 2016 at 7:30 PM	
Tuesday	Aug 30, 2016	5:30 PM	2 hours	Aug 30, 2016 at 7:30 PM	
Wednesday	Aug 31, 2016	5:30 PM	2 hours	Aug 31, 2016 at 7:30 PM	
Summary					Notes
Total Number of Dates: 22					--
Total Time: 44 hours					

▼ **CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Multi Use / Open Fields - Nonprofit Resident	Jet Propulsion Labortory #9010198 Hahamongna Multi Purpose Field	\$55.00	44.00	--	\$2,420.00

▼ Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1090504.002	Jun 23, 2016	Multi Use / Open Fields - Nonprofit Resident	Hahamongna Multi Purpose Field Jet Propulsion Labortory #9010198	\$2,420.00

▼ 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
Estimated Attendance:	40
Is this activity or event open to the public?	No
Will fees be collected from participants?	No

Do you need a sound permit for your event?	No
Will you have a moon bounce (jumper)?	No
Will you be selling or serving food?	N/A
Will you be selling or serving alcohol?	No
Will you have tents or canopies?	N/A
Will you have booths at your event?	No
Name & Address of your Company/Organization	private

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 #: _____

Staff Signature: _____ Date: _____