



**PARK RENTAL CHECKLIST**

**GENERAL INFORMATION: (Please check all that applies):**

- \_\_\_\_\_ I have checked with the Agoura Hills Recreation Center to make sure the location(s), date(s) and time(s) required are open and available.
- \_\_\_\_\_ I have read the Park Reservation Information packet and understand what is and is not allowed at the parks.
- \_\_\_\_\_ I understand that the rental will not be approved or put on the calendar until all paperwork **and** the insurance is received.
- \_\_\_\_\_ I have completed, signed and dated the **Facility/Park Request Form**.
- \_\_\_\_\_ I have completed, signed and dated the **Vendor page**.
- \_\_\_\_\_ I have completed, signed and dated the **Waiver of Liability**.
- \_\_\_\_\_ If requesting non-profit rates, I have included proof of non-profit status with the packet.

**INSURANCE (Please check all that applies):**

- \_\_\_\_\_ I am purchasing insurance through the City of Agoura Hills.
- \_\_\_\_\_ I am providing my own insurance, and both the Certificate of Liability **and** the Certificate of Endorsement are included with this packet.
- \_\_\_\_\_ I am purchasing vendor insurance through the City of Agoura Hills.
- \_\_\_\_\_ My vendor(s) will provide insurance to the City, with both the Certificate of Liability **and** the Certificate of Endorsement to be presented two weeks (10 business days) prior to my event. I understand that if the insurance requirements are not received by the City of Agoura Hills, the vendor will be prohibited from entering the facility.

**FEES:**

- \_\_\_\_\_ I understand the fees owed, and payment is included with the packet.

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



**City of Agoura Hills**  
**Agoura Hills Recreation Center**  
**29900 Ladyface Court, Agoura Hills, CA 91301**  
**818-597-7361 or [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us)**

**Park Reservation Information**  
**Chumash, Forest Cove, Morrison, Old Agoura, Reyes Adobe, & Sumac Parks**

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**APPLICATION REQUIREMENTS**

Applicant must be at least 18 years of age. Reservations must be made on an official City of Agoura Hills Facility/Park Request Form; e-mails and non-official forms are not accepted. Applications, vendor information, and proof of insurance may be submitted in person, via e-mail to [cpolich@ci.agoura-hills.ca.us](mailto:cpolich@ci.agoura-hills.ca.us), or faxed to 818-597-7365; however, the completion of the application and payment of the fees (reservation fee plus deposit) must be done by appointment only. Fees for rental of any park facility must be submitted in person to the Agoura Hills Recreation Center, located at 30610 Thousand Oaks Blvd., Agoura Hills, CA 91301. Reservation is not confirmed until notification via e-mail or in writing is received by participant. Applications will be on a first come first serve basis, up to six (6) months prior to event. All fees are due along with facility request. The Department of Community Services reserves the right to not approve a permit. The City may deny availability of use when any activity is inappropriate for a public facility or determined incompatible with the structure and/or surrounding neighborhood. The Department of Community Services reserves the right to cancel any application upon one week's notice. All parks are available for use by responsible applicants regardless of ethnic background, religious affiliation, or gender.

**RESERVATIONS**

The Agoura Hills parks may be reserved by individuals or groups for daytime use when the city activities are not scheduled. There are to be no sales or solicitations on the site. City staff are in charge at all times and have the authority to terminate activities if the user is not adhering to the approved application and use policies. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of the parks for one year. The approval, denial, or cancellation of any application for rental use will be based upon the policy established and at the discretion of the Director of Community Services. Gambling of any nature will not be permitted at any city park.

**FEES AND CHARGES**

There is a \$10 non-refundable processing fee. Permittees will be charged for any time beyond what has been permitted and those hours will not be pro-rated. Rental Categories are Non-Profit Rate and Private Rate. Please see the enclosed Park Reservation Rate Sheet for rates and required damage deposits.

**INSURANCE REQUIREMENTS**

Insurance is required for all rentals. Liability insurance must be a minimum of \$1 million dollars per occurrence. Permit holder must provide a Certificate of Liability plus an additional Certificate of Endorsement listing the City of Agoura Hills as additionally insured and endorsed for the event. On the Certificate of Liability, the Certificate Holder box should read: City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. The Certificate of Endorsement should read: The City of Agoura Hills, its officers, officials, employees and volunteers. You may also purchase insurance from the City of Agoura Hills. Please contact Cynthia Polich, Administrative Secretary, for a price quote.

## NON-PROFIT USE

In order to qualify for non-profit status, the group or organization must be a registered 501 (c) (3) non-profit. Proof of non-profit status must be presented with the request for permit. Membership rosters, by-laws and constitution may also be required. Acceptable forms of documentation verifying non-profit status include:

- Articles of incorporation as a non-profit organization
- Department of Treasury Form 990
- IRS letter showing organization to be Tax Exempt Services
- State Franchise Tax Board letter showing organization to be Tax Exempt Services
- Certificate of Registration with the State Registry of Charitable Trusts

## REFUNDS

The following policies will be in effect regarding use refunds: A full refund, less a \$10 processing fee, will be granted if Recreation Center is notified a minimum of two weeks (10 working days) prior to date of reservation. If less than 10 working days is given, the City retains 25% of payment and the \$10 processing fee. In the event of rain or inclement weather, if a new date is not agreed upon, a full refund will be issued.

Fees will be retained by City if:

- The group fails to appear, reservation fees will be kept but damage deposit will be returned
- The group violates park/City rules or ordinances, all fees including damage deposit may be kept
- The activity is terminated due to falsification of application, all fees including damage deposit may be kept
- The attendance exceeds maximum stated for the facility/park, all fees including damage deposit may be kept

## SECURITY DEPOSITS

A Security/Damage Deposit will be required for all reservations, payable by cash, check or credit card. The security deposit is separate from the rental fee and does not count towards the cost of the rental. Any portion of the deposit may be withheld for:

- Damages to park/facility
- Missing equipment
- Park/facility left unclean
- Site is occupied beyond the reserved hours
- Bringing in alcoholic beverages to a park

The security deposit is deposited by the City, and will be refunded no later than thirty (30) days after the event if facilities are left in good condition. If the cost of damages exceeds the amount available on the deposit, the permittee shall remit the balance due to the City upon receipt of invoice.

## CLEAN UP AFTER THE EVENT

General clean up of the park is required. Excessive clean up or damage will be charged to the applicant and taken out of the refundable deposit.

## CLOSURES

Parks are not reserved on holidays, holiday weekends or after astronomical sunset. Holidays/holiday weekends include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Please be aware that all ball fields and grass/turf areas are closed for a minimum of 24 hours after any rain, and possibly longer periods for a heavy rainfall, pending the amount of precipitation that is received. The Old Agoura Equestrian Arenas are closed for a minimum of 72 hours after any rain, and possibly longer periods for a heavy rainfall, pending the amount of precipitation that is received. Please call the Fields Condition hotline at (818) 597-7399 #4 for field information.

## FOOD & BEVERAGES

Food and beverages may not be sold to the public at any event. Alcoholic beverages are not permitted for any reservation.

## PUBLIC ACCESS

The City of Agoura Hills does not allow exclusive use of any park; public access to the park will not be denied. Walkways must be kept clear of any equipment or obstructions.

## PUBLICITY

Publicity for any event (flyers, posters, ads, radio or other media) held at any City recreation facility must be noted on the application and may not be released until final approval of the Facility Use Application. Users are prohibited from using the City of Agoura Hills' name to promote their activity. This includes using the City of Agoura Hills on banners, flyers, and any other forms of advertisement. No event flyers, banners or promotional merchandise may be displayed or distributed at City of Agoura Hills facilities unless the event is co-sponsored by the City of Agoura Hills. Co-sponsored event advertising must feature the City of Agoura Hills logo and be approved prior to distribution.

## SPECIAL EQUIPMENT

All special/rental equipment (stages, canopies, etc.) must be approved and insurance submitted and approved two weeks (10 business days) prior to an event. The use of additional amplification and loud speaker equipment must be included in the application and approved. If approved, the amplification level must not be disturbing to any surrounding areas.

## VENDORS

Any outside vendor must provide a Certificate of Liability plus an additional Certificate of Endorsement listing the City of Agoura Hills as additionally insured and endorsed for the event. Liability insurance must be a minimum of \$1 million dollars per occurrence. On the Certificate of Liability, the Certificate Holder box should read: City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. The Certificate of Endorsement should read: The City of Agoura Hills, its officers, officials, employees and volunteers. This documentation must be presented two weeks (10 business days) prior to your event. You may also purchase additional insurance to cover the vendor from the City of Agoura Hills. Please contact Cynthia Polich, Administrative Secretary, for a price quote. In the event that the City does not receive the insurance requirements, the vendor will be prohibited from entering the facility.



**CITY OF AGOURA HILLS  
PARKS RESERVATION POLICY  
INFORMATION SHEET**

**PARK RULES**

1. Park hours are 7:00 a.m. to astronomical sunset.
2. Dogs & cats must be on leashes at all times. Removal of animal feces is the responsibility of the animal's custodian or owner.
3. Firearms are not permitted in the park.
4. Vehicles may not be driven off of the driveways or parking areas.
5. Please stay off bikes, scooters & skateboards in the parks.
6. Fires authorized by permit only in designated areas. You can either use the barbeques provided at Forest Cove, Morrison, Old Agoura, Reyes Adobe or Sumac parks, or you may bring your own barbeque to any of the parks, as long as you bring a fire extinguisher as well.
7. Alcoholic beverages are not permitted in the park.
8. Horses are permitted only in the designated areas. Horse/pony rides are permitted in the equestrian arena area of Old Agoura Park and on riding trails, but not on the grass areas of the parks.
9. Motorcycles, scooters & motorized bicycles may be operated only on driveways and in parking lots.
10. Overnight camping and overnight parking are prohibited.
11. Rockets and model airplanes are not permitted in the parks.
12. All litter must be removed or deposited in trash receptacles.
13. Do not drink irrigation water. To support conservation, we irrigate with reclaimed water.
14. No person shall disturb the peace of the parks by making any loud, obscene, or unusual noises.
15. No person shall solicit, sell, hawk or peddle goods in the parks.
16. Fireworks are illegal in the parks.
17. The following are prohibited in all City of Agoura Hills Parks: Inflatable devices (i.e. jolly jumps, lazertag barriers, moon bounces, water slides), children's rides, sumo wrestling/suits, hamster balls (aka Zorbs), speed pitch, dunk tanks, trackless trains, golfing, archery, petting zoos, and pony rides anywhere other than Old Agoura Equestrian Arenas.
18. Other ordinances governing use of City of Agoura Hills public parks apply.

## **ADDRESSES/DIRECTIONS TO THE PARKS**

### **Chumash Park \* 5550 Medea Valley Drive**

- Children's play area
- Picnic facilities
- Restrooms
- Softball field

Take Kanan Rd. north to Thousand Oaks Blvd. and turn right. Turn right again at Argos, and drive down two blocks. Park will be on the right.

### **Forest Cove Park \* 5451 Forest Cove Lane**

- Children's play area
- Outdoor basketball court
- Picnic facilities & BBQ
- Restrooms
- Softball field

Forest Cove Lane is off of Thousand Oaks Blvd. between Kanan Rd. and Reyes Adobe. Turn south on Forest Cove Lane, and drive down two blocks. Park will be on the right.

### **Morrison Park \* Thousand Oaks Blvd. & Forest Cove Lane**

- Children's play area
- Picnic facilities & BBQ
- Full Court Basketball
- Restrooms

Park is located on the north-east corner of Thousand Oaks Blvd. and Forest Cove Lane.

### **Old Agoura Park \* 5301 Chesebro Rd.**

- Baseball field
- Children's play area
- Equestrian Facilities
- Outdoor basketball half-court
- Picnic facilities & BBQ
- Restrooms

Take Palo Camado Cyn. exit north off of the 101 freeway. Park is on the corner of Driver Rd. & Chesebro Rd.

### **Reyes Adobe Park \* 31400 Rainbow Crest Drive**

- Children's play area
- Picnic facilities and BBQ
- Restrooms

Take the Reyes Adobe exit north off of the 101 freeway. Turn left on Rainbow Crest Drive. Park is on the corner of Rainbow Crest Drive & Reyes Adobe Rd.

### **Sumac Park \* 6000 Calmfield Ave.**

- Children's play area
- Picnic facilities & BBQ
- Restrooms

Take Kanan Rd. north to Laro Drive and turn left. Laro Drive dead ends at Sumac Park.

***Report all misuses of the park and acts of vandalism to the Agoura Hills Recreation Center at (818) 597-7361, or the Sheriff's Department at (818) 878-1808.***

# Park Reservation Rate Sheet

Rates	Non Profit Rate	Private Rate
<b>Ball Fields</b>		
Chumash/Forest Cove (softball)	\$15/hour	\$18/hour
Old Agoura (baseball)	\$15/hour	\$18/hour
<b>Multi-Purpose Fields</b>		
Chumash 1 & 2	\$10/hour	\$12/hour
Sumac Park	\$10/hour	\$12/hour
Morrison Park	\$10/hour	\$12/hour
<b>Basketball Courts</b>		
Morrison (full court)	\$8/hour	\$10/hour
Forest Cove (half court)	\$8/hour	\$10/hour
Old Agoura (half court)	\$8/hour	\$10/hour
<b>Picnic Shelters</b>		
Forest Cove, Morrison,	\$10/hour	\$12/hour
Reyes Adobe & Sumac	\$10/hour	\$12/hour
<b>Old Agoura Equestrian Arenas</b>		
Main arena	\$8/hour	\$10/hour
Turnout ring	\$6/hour	\$8/hour
<b>Tennis Courts</b>		
single court	\$6/hour	\$8/hour
<b>Media Shoots/Film Permits</b>		
	\$500/day	\$750/day

**Processing Fee:** \$10

**Insurance:** All groups must provide a Certificate of Liability listing the City of Agoura Hills as additionally insured as well as a Certificate of Endorsement before activity begins (see Park Reservation Information packet).

**Refundable Deposit:** High Impact - \$500 (ballfield, multi-purpose field, equestrian arenas, tennis courts, filming)  
Low Impact - \$200 (picnic shelters)

Deposit level is determined by City staff at time of application. Staff will inspect rented site within 24 hours of event and if deemed acceptable, deposit/partial deposit will be returned promptly.

There will be a two hour minimum for all facilities. All applications must be turned in to the Agoura Hills Recreation Center at least five business days prior to event/activity.



CITY OF AGOURA HILLS DEPARTMENT OF COMMUNITY SERVICES
PARK REQUEST FORM

Today's Date: \_\_\_\_\_

Facility: \_\_\_\_\_ Area: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

I certify that I have read and will abide by the rules of the Agoura Hills Department of Community Services.

Name of Permittee: \_\_\_\_\_ Signature: \_\_\_\_\_

Organization & Activity: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

TIME OF USE

Activity time: from \_\_\_\_\_ to \_\_\_\_\_

ADDITIONAL INFORMATION

Decorations: Yes \_\_\_\_\_ No \_\_\_\_\_

Type: \_\_\_\_\_

Totals: \_\_\_\_\_ hours multiplied by \_\_\_\_\_ days at \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

FEES AND DEPOSITS (FOR OFFICE USE ONLY)

Ball field \_\_\_\_\_
Basketball Courts \_\_\_\_\_
Multi-Purpose Field(s) \_\_\_\_\_
Picnic Shelter \_\_\_\_\_
OA Equestrian Arenas \_\_\_\_\_
Tennis Courts \_\_\_\_\_
Media Shoots/Film Permits \_\_\_\_\_
Other \_\_\_\_\_
Insurance Fee \_\_\_\_\_
Processing Fee \$10 \_\_\_\_\_
Security/Cleaning Deposit \_\_\_\_\_
Total \_\_\_\_\_

APPLICATION: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_
Approved by: \_\_\_\_\_
Date: \_\_\_\_\_
Processed by: \_\_\_\_\_
Date: \_\_\_\_\_
Facility Request Cancelled: Yes \_\_\_\_\_ Date: \_\_\_\_\_

Complete if paying by Credit Card

By signing this form, I am agreeing to pay the reservation charges.

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_ Cardholder's phone number \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

3 Digit CVC number on the back of the card: \_\_\_\_\_



# VENDORS

Any outside vendor, whether a food vendor, entertainment such as face painters, temporary tattoo artists, characters, magicians, etc., must supply the City of Agoura Hills with insurance to include a Certificate of Liability along with a Certificate of Endorsement naming the City of Agoura Hills as additionally insured and endorsed for this event. This documentation must be presented two weeks (10 business days) prior to your event. You may also purchase additional insurance to cover the vendor from the City of Agoura Hills. Please contact Cynthia Polich, Administrative Secretary, for a price quote. In the event that the City does not receive the insurance requirements, the vendor will be prohibited from entering the facility.

**Will a food vendor be supplying food for your event? Yes\_\_\_\_\_ No\_\_\_\_\_**

Contact Name:\_\_\_\_\_ Company Name:\_\_\_\_\_

Address:\_\_\_\_\_

Phone Numbers:\_\_\_\_\_ E-Mail:\_\_\_\_\_

**Will there be an entertainer for your event? Yes\_\_\_\_\_ No\_\_\_\_\_**

If so, what services are they providing?\_\_\_\_\_

Contact Name:\_\_\_\_\_ Company Name:\_\_\_\_\_

Address:\_\_\_\_\_

Phone Numbers:\_\_\_\_\_ E-Mail:\_\_\_\_\_

**Will there be another entertainer for your event? Yes\_\_\_\_\_ No\_\_\_\_\_**

If so, what services are they providing?\_\_\_\_\_

Contact Name:\_\_\_\_\_ Company Name:\_\_\_\_\_

Address:\_\_\_\_\_

Phone Numbers:\_\_\_\_\_ E-Mail:\_\_\_\_\_

**Is the City going to be the insurance provider for yourself? Yes\_\_\_\_\_ No\_\_\_\_\_**

**Is the City going to be the insurance provider for your vendor? Yes\_\_\_\_\_ No\_\_\_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**WAIVER OF LIABILITY  
AND  
AGREEMENT TO INDEMNIFY**  
**This form must be turned in at the time of payment**

Name of Permittee: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

**The undersigned hereby requests permission to use the following described property owned and operated by the City of Agoura Hills:**

Facility: \_\_\_\_\_

In consideration of approval to use the above referenced City property, the undersigned hereby assumes the risk of damage and loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damage to real and personal property caused by or resulting from the use of such property and further agrees to defend and hold harmless and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties and reasonable attorneys fees arising out of, resulting from or relating to the use of such City property.

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

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