



City of Whittier Facility Use Policy



Facility, Athletic and Park Usage

Policies, Procedures and Regulations



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Statement of Policy

The City of Whittier's community facilities, parks and athletic fields are available for use by organizations and the general public for cultural, social and recreational activities and programs. Facility usage for these purposes is coordinated by the Parks, Recreation and Community Services and Library departments.

The City does its best to accommodate all facility usage requests, as space and time permits. This policy outlines the regulations, procedures, fees and priority systems for the use of City facilities. This policy was designed to provide for the safe, efficient and equitable use of the facilities.

The Park and Recreation Commission periodically reviews the Facility Usage Policy, and provides input to the City Council and the Parks, Recreation and Community Services and Library departments for revision or updating to ensure that the policy meets the changing needs of the community. The Library Board provides similar input to the Library Department regarding the use of the two City libraries.

As approved by the City Council, the following statements, rules and regulations constitute the Facility Usage Policy for the use of facilities under the administration of the Parks, Recreation and Community Services and Library departments.

The Director of Parks, Recreation and Community Services and the, Director of Library Services or their designated representatives have the authority to grant use of City facilities to individuals or organizations according to the terms and conditions set forth in the Facility Usage Policy.

Facilities Listings

All facilities are available during non-operating hours with special approval of the departments and the availability of supervisory personnel. An additional charge for staffing facilities after hours will be applied. Facilities may not be available due to prior programming. Park picnic and play area amenities are listed under “Park” Facilities (page 7).

COMMUNITY AND NEIGHBORHOOD CENTERS

Facility	Normal Operating Hours	Amenities
Guirado Park** 5760 Pioneer Boulevard	Call for availability	Meeting room Kitchen Restrooms Softball field 6 Picnic tables BBQs
Palm Park Activity and Aquatic Center 5703 Palm Avenue	Monday – Friday: 8 a.m. to 5 p.m.	Banquet room Meeting room Exercise room Kitchen Restrooms Pool
Parnell Park Community and Senior Center 15390 Lambert Road	Monday – Friday: 8 a.m. to 9 p.m. Saturday: 8 a.m. to 4 p.m.	Banquet room Meeting rooms Kitchen Restrooms
Whittier Center Theatre 7630 Washington Avenue	Call for availability	Professional stage Box office Sound system Lighting system Dressing rooms Stage craft area Orchestra pit
Whittier Community Center 7630 Washington Avenue	Monday – Friday: 8 a.m. to 10 p.m. Saturday: 8 a.m. to 5 p.m.	Multi-Purpose room Exercise room Meeting rooms Kitchen Restrooms
Whittier Depot *** 7333 Greenleaf Avenue	Please call ahead for schedule of availability.	Meeting room Restrooms
Uptown Senior Citizens Center 13225 Walnut Street	Monday – Friday: 8 a.m. to 5 p.m. Sunday: 12 noon to 4 p.m.	Banquet room Meeting rooms Kitchen Restroom

GENERAL INFORMATION

Facility	Normal Operating Hours	Amenities
Whittier Public Library 7344 Washington Avenue	Monday - Wednesday: 10 a.m. to 9 p.m. Thursday - Friday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Sunday: Closed	Meeting room
Whittwood Branch Library 10537 Santa Gertrudes Avenue	Monday to Tuesday: 12 p.m. to 9 p.m. Wednesday – Friday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Sunday: Closed	Meeting room

** Arrangements for use of this facility should be made through the Palm Park office.

*** Arrangements for use of this facility should be made through the Whittier Community Center.

ATHLETIC FACILITIES

Facility	Normal Operating Hours	Amenities
Broadway Park 12816 Broadway Street	Daily: Sunrise to 10 p.m.	2 Lighted tennis courts Restrooms
Joe Miller Field 7630 Washington Avenue	Monday – Friday: 8 a.m. to 10 p.m. Saturday: 8 a.m. to 5 p.m.	Baseball/softball field Restrooms
Leffingwell Ranch Park 10537 Santa Gertrudes Road	Daily: Sunrise to 10 p.m.	4 Lighted tennis courts Play equipment
Palm Park Activity and Aquatic Center 5703 Palm Avenue	Call for availability (Seasonal)	Pool Dressing rooms Lockers Showers Restrooms
Palm Park Tennis Center 5703 Palm Avenue	Monday – Friday: 7:30 a.m. to 9 p.m. Saturday and Sunday: 7:30 a.m. to 6 p.m. (See Palm Park Tennis Center for specific information on holiday closures)	7 Lighted tennis courts Concession office Restrooms Bleachers

GENERAL INFORMATION

Facility	Normal Operating Hours	Amenities
Community Center Gym 7630 Washington Avenue	Monday – Thursday: 10 a.m. to 3 p.m.	Basketball court Restrooms
Skate Park 7630 Washington Avenue	8 a.m. – Sundown (Seasonal)	Inline/skateboard use only Restrooms
York Field 9110 Santa Fe Springs Road (use by permit only)	Call for availability	Baseball fields Softball fields Snack bar Play equipment Restrooms

PARKS

Facilities	Size	Normal Operating Hours	Amenities
Anaconda Park 14575 Anaconda Street	2.5 acres	Daily: Sunrise to 9 p.m.	4 Picnic tables Play equipment BBQs Restrooms Basketball (2 half courts) Jogging trail Exercise stations
Bailey Ranch House 13421 Camilla Street	0.5 acre	Sunday: 1 to 4 p.m. (by appointment only)	Historical site. Walk-through tours Restrooms
Broadway Park 12816 Broadway Street	3 acres	Daily: Sunrise to 10 p.m.	10 Picnic tables Play equipment BBQs Restrooms 6 shuffleboard courts 2 Lighted tennis courts 2 Horseshoe pitches Amphitheater Girl Scout House
Central Park 6532 Friends Avenue	2 acres	Daily: Sunrise to 10 p.m.	6 Picnic tables Play equipment Restrooms Gazebo
Dog Park 12206 Philadelphia	1 acre	Daily: Sunrise to sunset (except on Thursday from 8 a.m. to 11 a.m. it is closed for maintenance)	Large and small dog areas Parking lot

GENERAL INFORMATION

Facilities	Size	Normal Operating Hours	Amenities
Founders' Park 6031 Citrus Avenue	4 acres	Daily: Sunrise to 10 p.m.	7 Picnic tables Memorial plaques
Friends Park 7630 Washington Avenue		(see Joe Miller Field)	
Greenway Trail	4.75 miles	4 a.m. to 11 p.m.	Pedestrian and bicycle Trail. Dogs permitted on leash.
Hellman Park Greenleaf Avenue and Orange Drive	279 acres	Daily: Sunrise to Sunset	Natural wilderness park with hiking trails Dogs permitted on leash Closed during fire season
Hoover Fountain 10839 Beverly Boulevard	1 acre	Daily: Sunrise to 10 p.m.	Passive area w/ornamental fountain, rose garden, walks Art In Public Places art piece
John Greenleaf Whittier Park 7227 Whittier Avenue	2.5 acres	Daily: Sunrise to Sunset	5 Picnic tables Playground equipment BBQs Softball diamond Spray zone
Kennedy Park 8530 Painter Avenue	2 acres	Daily: Sunrise to 10 p.m.	5 Picnic tables Playground equipment BBQs Restrooms
Laurel Park 8825 Jacmar Avenue	1 acre	Daily: Sunrise to 10 p.m.	4 Picnic tables Playground equipment Restroom
Lee Owens Park 7930 Greenleaf Avenue	1.3 acres	Daily: Sunrise to 10 p.m.	4 Picnic tables Playground equipment Restrooms Lighted basketball courts Spray Zone
Leffingwell Ranch Park 10537 Santa Gertrudes Road	2 acres	Daily: Sunrise to 11 p.m.	6 Picnic tables Playground equipment Restrooms – only during Library hours BBQs 4 Lighted tennis courts

GENERAL INFORMATION

Facilities	Size	Normal Operating Hours	Amenities
Michigan Park 8228 Michigan Avenue	10 acres	Daily: Sunrise to 10 p.m.	79 Picnic tables Playground equipment Restrooms BBQs and gas burners Sinks – cold water Softball diamond Spray Zone Parcourse ½ mile walking track
Murphy Ranch Park 16200 Las Cumbres Drive	8 acres	Daily: Sunrise to Sunset	6 Picnic tables Equestrian & hiking trails Drinking fountain Horse trough Dogs permitted on leash.
Palm Park 5706 El Rancho Drive	12 acres	Daily: Sunrise to 11 p.m.	123 Picnic tables Playground equipment - ADA accessible Restrooms Sinks - cold water BBQs and gas burners Parcourse Softball diamond Spray Zone Basketball court Volleyball court 1 Horseshoe pitch
Parnell Park 15390 Lambert Road	11.5 acres	Daily: Sunrise to 11 p.m.	97 Picnic tables Playground equipment BBQs and gas burners Restrooms Sinks - cold water Neighborhood Center Softball diamond Basketball court Spray zone Storybook Zoo (zoo closed Thursdays)
Penn Park 13900 Penn Street	8 acres	Daily: Sunrise to 10 p.m.	84 Picnic tables Playground equipment BBQs Sinks - cold water Shade garden with man-made stream and ponds Spray zone Play equipment

GENERAL INFORMATION

Facilities	Size	Normal Operating Hours	Amenities
York Field – play area 9110 Santa Fe Springs Road	10 acres	Daily: 6:30 a.m. – 2:30 p.m.	Playground equipment Restrooms Sink - cold water

Rental Categories and Descriptions

Rental of facility space is available per the following priority system and fee schedule described below:

Priority Order	Category	Rental Fee Schedule	
		No Admission	Admission charged
1	<ul style="list-style-type: none"> - City Functions (ex: business meetings and dedications) - Parks, Recreation and Community Services Department Activities (ex: recreation classes and programs) - All electoral functions 	No charge	No charge
2	<ul style="list-style-type: none"> - Public schools with Joint Use Agreement (must be approved by Superintendent or designee) (ex: La Serna High drama program, teacher meetings) 	No charge (Staff costs only)	No charge (Staff costs only)
3	<ul style="list-style-type: none"> - Affiliate Groups – Must qualify per Affiliate Policy - Community Youth-Serving Organizations (ex: Boy Scouts) 	No charge	Schedule A
4	<ul style="list-style-type: none"> - Public, Private and Home Schools (ex: California Charter Academy, St. Paul High School) - Non-Profit Organizations (Organizations must be non-restrictive in membership and all meetings open to the public. Groups must provide a current non-profit number or letter from IRS indicating status. (ex: Friends of the Hills or CAPC) - Open Membership Recreation Groups (ex: Begonia Society and Gem & Mineral Society) - Government Agencies - Local Community Service Clubs (ex: Soroptimist, Lions, Rotary, etc.) - Social Service Groups (Any group receiving social services funding) 	Schedule A	Schedule B
5	<ul style="list-style-type: none"> - Special Charity (special approval required) 	No charge	Schedule A
6	<ul style="list-style-type: none"> - Residential (ex: children’s birthday party and anniversaries) 	Schedule B	Schedule C
7	<ul style="list-style-type: none"> - Commercial Usage (any type) (ex: business meetings and seminars) 	Schedule C	Schedule C

Advertising/Sales: No commercial advertising shall be exhibited. Event advertisement will only be allowed the day of the event and must have prior approval. No solicitation or sales shall be made in the building or on the grounds without prior approval. If approved, a City of Whittier business license will be required.

Alcohol Policy: Alcohol will only be permitted at the Community Center, Center Theatre, Palm Park Activity and Aquatic Center, Senior Center, Transportation Depot, Public Libraries and Parnell Park Community and Senior Center facilities.

The use of alcohol in any city facility is by written permission in advance only and must comply with all laws. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be given in the agreement for any event.

- Alcohol use is restricted to wine, beer and champagne.
- Alcohol **may not** be sold. (with the following Non-profit organization exception).
- Non-profit organizations may request permission to sell alcohol at fund-raising events only with an ABC permit with approval of the appropriate Department Head.
- The City Manager or his/her designee has the right to approve or disapprove any application for serving of alcoholic beverages.
- Applicants must provide liquor liability and property damage insurance per City Resolution No. 8116. Proof of insurance is required 10 days before event.
- Whittier police officers or a city-contracted security service is required to be present as security at all events serving alcohol.
- Alcohol **may not** be served to minors (that is, any person under the age of 21), nor shall they be allowed to consume any alcoholic beverage. The client's failure to comply, monitor and enforce the law is grounds for terminating the activity and forfeiting the refundable deposits and all of the room fees which have been paid. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on city premises shall be the sole responsibility of the organization, its sponsor or the adult representative.
- Any event where the majority (50% plus one) of guests in attendance will be minors (under the age of 21) will not be granted permission to serve alcohol.
- Alcohol **may not** be served prior to the scheduled start of the event nor until security has arrived.
- Consumption of alcoholic beverages is restricted to the areas described in the facility use contract. No alcohol consumption will be permitted in the parking lots or outdoor areas.
- Service of any alcoholic beverages must end one hour before the end time of the event.
- All alcohol must be distributed from behind a table or bar by an adult (over the age of 21) who is responsible for insuring that no minors are served. No event will allow patrons to self-serve.
- All alcohol must be served in cups or cans. No glass bottles or containers will be allowed at the tables.

- When serving champagne, all bottles must be opened in the serving area. Champagne **may not** be opened in the banquet rooms. All unopened bottles must be stored in the serving area.
- User will remove all full or opened beverage containers at conclusion of event. Empty containers must be placed in the outside trash receptacle. Failure to comply will result in forfeiture of deposits.

Non-Profit Organization - Alcoholic Beverage Procedures for Fundraising:

Non-profit groups utilizing one of the approved City facilities may serve or sell beer, wine and champagne.

- If no charge is made, an Alcoholic Beverage Control License is not required.
- If a charge is made, an Alcoholic Beverage Control One (1) Day License is required and **must be obtained** by the applicant.

A copy of the license must be submitted to the Parks, Recreation, and Community Services Department no later than five (5) days before scheduled event.

How to obtain a license: A license can be obtained a maximum of thirty (30) days in advance and no less than ten (10) days in advance of the scheduled event.

The applicant may obtain the required license from: Alcoholic Beverage Control Office, 222 E. Huntington Drive, Monrovia, CA 91016-8006. The office may be contacted at (626) 256-3241. The hours of operation are 8 a.m. to 5 p.m.

The license must be obtained in person by the applicant, and he/she must take the following material to the Alcoholic Beverage Control Office for issuance of license:

- Daily License Application with authorized signature of City representative and Whittier Police Department authorizing the event.
- Only Cashier's Check or Money Order will be accepted to pay for the type of license required:

Beer, Wine and Champagne (only)	\$30
Beer License only	\$15
Wine License only	\$15
- Proof of Non-Profit status, 501C proving charitable status

If a copy of the license is not received five (5) days prior to event, the opportunity to sell alcohol beverages of any type will be prohibited.

In addition, all other alcohol usage polices will apply for the scheduled event.

Application Process: An application for permission to use the facilities must be submitted by all organizations and individuals for all uses. Applicants must make an appointment in advance to schedule set-up/tour of facility.

Applicants must be present for entire event. Applicants may be required to provide the following verification.

- Individuals - Proof of City of Whittier residency (with photo identification or utility bill)
- Organizations/Groups - Proof of 51% member City of Whittier residency through membership roster and non-profit status, if applicable

Groups may obtain applications for use of facilities at the Community Center, Palm Park Activity Center, Parnell Park Community and Senior Center, Whittier Uptown Senior Center or the Parks, Recreation and Community Services Department offices between the hours of 8 a.m. to 4:30 p.m., Monday through Friday. An application to use facilities shall be made in writing on the form provided. Applications for use of Library space must be obtained from the Library office. An application must contain all the information requested along with any deposits required.

Advance Reservation: Applications may be submitted for use of facilities up to six (6) months in advance for rentals Monday through Thursday and one (1) year in advance for rentals Friday through Sunday, and no less than three (3) days in advance. Any reservation made within seven (7) days for after-hours usage is subject to staff availability. Reservations shall be made on a first-come, first-served basis. Reservations are not confirmed until a copy of the contract is signed and returned with approval by city staff and fees paid.

Denied/Revoked Applications: Reservations for groups meeting on a recurring basis may be cancelled in favor of programs sponsored or conducted by the City at any time. The City will make every effort to provide ample notice. If an accidental conflict in scheduling reservations occurs or an urgent City need arises requiring the use of the facility, the Permittee will be required to relinquish the space and every attempt will be made to relocate the Permittee.

An application may be revoked/or denied at any time under any of the following circumstances:

- If the application is found to contain false or misleading information
- Should an individual or group, member or guest, willfully or through gross negligence or improper use, mistreat the equipment or facilities or violate any of the regulations established for use of the facilities
- If approval of application would constitute a monopoly of use by any individual or group

Cancellations/No Shows: In the event that a reservation is to be cancelled by the applicant, the appropriate department must be notified twenty (20) calendar days prior to the reservation.

- Any groups canceling within twenty (20) days of event will forfeit their deposit.
- Any group canceling after the City has received their deposit and less than twenty-one (21) days before the event will forfeit 50% of their deposit.
- All no-show reservations will be charged the full rental amount plus staff costs. Deposit will be refunded once all fees are covered.

- In the case of a non-paying applicant or organization, no-shows will be charged for the staff attendant's time.
- Excessive cancellations or no-shows may result in further penalties up to and including termination of agreement.

Facility Attendant: In the event that extra personnel are required to be on duty during certain functions, the rental group will be required to pay the additional attendant charges. The number of staff required will be at the discretion of the authorized city representative. City staff shall have full access to all activities in order to ensure that all rules, regulations, and city and state laws are being observed. Some factors that may warrant extra staff are as follows:

- Events with more than 100 in attendance
- Events needing technical assistance
- Events where excessive cleanup will be required
- Youth/teen events
- Other than normal operating hours, including holidays

Fees and Charges:

Payment of Fees/Facility Deposit: Reservation deposits must be paid upon submittal of facility application. Rental fee balances are due within twenty (20) calendar days of approval or applicant may forfeit use of facility. Checks should be made payable to the City of Whittier.

All groups renting within twenty (20) calendar days of events may be required to pay full fees and deposits at time of booking with either cash, credit card or a money order. (No checks inside of 20 days.)

Facility deposit will be utilized to secure the facility and will be used for any cleaning/damage incurred from the event. The applicant shall be responsible for the condition of the facility used. In cases where property has been damaged or abused, the cost of repair or replacement will be charged to the applicant by withholding facility deposit fees. Any additional charges over the deposits must be paid within five (5) working days. Failure to do so may result in suspended usage and steps taken to collect fees. Any usage beyond agreement will be deducted from deposits. Any failure to adhere to rental regulations set within this policy will result in forfeiture of deposit.

Processing of the refundable portion of the facility deposit fees will not be initiated until all cleaning costs have been determined.

All fees may be paid by cash, check, money order or Visa or Mastercard.

Rates: Applicants shall be charged for use of facilities, including all required deposits, according to the established fee schedule in effect at the time of approval (see attached schedule). To qualify for resident rate, 51% of the group must be City of Whittier residents. Primary applicant must be a resident to qualify for City resident rate. Non-Resident rates do not apply for the Parnell Park, York Field, Lee Owens Park and the Whittier Depot.

Additional Fees or Deposits: In addition to the base rate for use of facilities, additional fees shall be assessed as follows:

- Any use outside of the regular days and hours of operation for staff and additional costs
- Use of special equipment, such as audio/visual equipment, movie and overhead projectors, flip charts, PA systems, etc. (see attached schedule for fees). Not all equipment is available at each facility.
- Security Guards
- Insurance (if required)

Fee Waivers: Applications would only be approved for fee waivers if groups have a majority of City of Whittier residents; if the request is for a fundraiser that benefits the Whittier community or organization and the event is held at City buildings only. Any recommendations for denial of the waiver may be appealed to the Parks, Recreation and Community Services Commission.

A request to waive fees must include:

- Organization and membership roster
- Purpose of use
- Explanation of event
- Facility, equipment and amenities being requested
- How the funds saved or gained will be used

Fund-raising events: Prior approval of the authorized representative must be obtained prior to the sale of goods or services. Any groups selling food items must also follow Los Angeles County Health Department regulations. Groups may be charged a fee for use of the facility.

All California laws must be complied with in regards to conducting of any raffle, drawing or other games of chance. City approval of the application for use of City facility shall not be deemed an approval of any raffle, drawing or other games of chance.

Insurance requirements: Whenever any person, group, association, corporation or sponsor desires to use any portion of any public facility, real or personal property owned by the City, or any public way (collectively hereinafter referred to as "public property"), where the City deems insurance to be necessary (i.e. sporting, hazardous events, food services), the applicant, group, association, corporation or sponsor for such use of the public property shall obtain and maintain liability and property damage insurance with a good and responsible insurance carrier to be approved by the City Controller of the City of Whittier before the occurrence of any activity in or on the public property. Such insurance shall insure and indemnify the City, its officers, officials, agents, employees and volunteers against any loss or liability whatsoever, including attorney's fees and court costs arising out of or connected with the use of the public property. Such insurance shall be in the amount of not less than one million dollars (\$1,000,000) combined single limit per occurrence plus \$2,000,000 aggregate for bodily injury, personal injury and property damage, or any other amount that staff deems appropriate

for the use requested. Before any such activity occurs in or on any public property, the applicant shall obtain and file with the City a certificate of insurance with endorsement naming the City, its officers, officials, agents, employees and volunteers as additional insured. The department in charge of the public property shall verify proper insurance before the requested activity is commenced.

Whenever any person, group, association, corporation or sponsor is permitted the right to serve or sell alcohol on any facility, the applicant will also be required to obtain and maintain liquor liability insurance.

Further, the City of Whittier shall obtain any additional kinds and amounts of insurance which in its own judgment may be necessary for the proper protection of any of its officers, employee, agents, and property or authorized subcontractors.

Insurance may be required:

- For any group or individual utilizing City facilities on an ongoing basis (example-monthly/weekly meetings).
- For any group or individual utilizing the Whittier Center Theatre.
- For any event with more than 100 people in attendance.
- Where the event is deemed to be hazardous in nature.
- For caterers who are working on site at a City facility.
- When alcohol is present or served. (If permitted, in addition to general liability insurance, liquor liability insurance will be required.)

The City must receive insurance certificate and endorsement ten (10) days prior to the rental. Additional insurance may be requested as deemed appropriate.

Kitchen/Kitchenette Use Conditions: Kitchen facilities are available at the Community Center, Palm Park, Parnell Park Senior and Community Center, Guirado Park and Whittier Uptown Senior Center only. Kitchens shall not be opened for any group unless specific written approval is granted, and the kitchen rental fees are paid.

- A Community Services Division employee must be on duty to supervise the use of the kitchen when it is used as a cooking facility.
- Groups requesting use of the kitchen for a catered meal must secure their own caterer. All caterers must be pre-approved to use kitchen and provide proof of a Whittier Business License and insurance per City policies.
- The applicant shall be responsible for any damage to kitchen and dining equipment caused by caterers or other persons.
- Groups using the kitchen shall furnish dishes, silverware, cooking utensils, all paper products, towels, soap, etc.
- It shall be the applicant's responsibility to leave the kitchen entirely clean.
- All Health Department guides for food service must be complied with. Caterers must have a Health permit and State Food Safety Certification.
- *Utilizing a grill on the exterior of any facility is not permitted.*

Liability Statement: The City of Whittier is not responsible for accidents, injury or loss of personal property. The individual or organization granted use of the facility will be held responsible for any injury, loss or damage resulting from such use.

Municipal Code: All Municipal Code Ordinances must be adhered to when utilizing any City facility.

Non-Resident Fees: Non-resident will be charged an additional fee for usage of city owned facilities, except for usage of Parnell Park Senior and Community Center. No additional charges will be incurred at Parnell for usage by non-residents.

Parking: City facilities and parks are for use of the general public. Parking is not guaranteed. All parking and driving regulations must be abided by in the parking lots.

Public Posting Policy: The purpose of this policy is to provide procedures and controls of posting of notices by the public on City bulletin boards. The policy will govern the size of notices, time frame for their display, the limitations imposed for certain materials, and finally, restrictions as to the posting of non-City activities.

POLICY STATEMENT:

1. Each department director will designate those areas, bulletin boards or other notice facilities under his/her control, if any, which will be accessible to the public. In no event will notices be posted on walls, windows, doors, stairwells, restrooms, or elevators. Posting on vehicles is also prohibited.

Each director may designate that no such facilities will be accessible to the public.

2. Department directors will designate staff members who will be authorized to receive notices to be posted, provided that each of the following conditions is met:
 - A. Notices must not exceed 8-1/2" x 11" in size and include the name of the sponsoring organization and contact information. Posters may be approved, space permitting, with special approval of the Department director or designated staff member.
 - B. Notices promoting particular events will not be posted more than three weeks prior to the first date of the event.
 - C. Public notices are limited to events that are sponsored by the City, affiliated with the City, or are occurring at a City owned facility. Notices will not be accepted which advertise or promote commercial or private sales or transactions.
3. Upon receipt of each notice, the designated staff member will indicate on it, in writing or by stamp, the date of its receipt. Notices will be posted by staff in order received as available space permits, subject to the following rules:
 - A. Due to limited space, postings advertising City programs will have priority.

- B. No notice, whether posted or not, will be retained for more than 30 days after its receipt.
- C. No notice advertising a particular dated event, whether posted or not, will be retained more than one day following the expiration of the event, or program which it advertises.
- D. All notices will be discarded upon the expiration of the time periods stated above. City assumes no responsibility for such notices.

Rules and Regulations “All Facilities”: In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all City facilities:

- All persons or organizations using a facility must abide by all municipal, state and federal laws and regulations.
- Without special permission, facilities will be closed and unavailable prior to 8 a.m. or beyond 10 p.m., Sundays and the following holidays:
 - New Year’s Eve
 - New Year’s Day
 - Martin Luther King Jr. Day
 - Presidents’ Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans’ Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Eve
 - Christmas Day
- The Parks, Recreation and Community Services and Library Departments reserve the right to close facilities during normal business hours.
- Responsible adults 21 years or older must be present at all times when groups of minors are using the facilities. Police supervision may be required.
- Unruly behavior such as, but not limited to, shouting, running, quarreling, fighting and profane language, or any conduct that interferes with the use of the facilities by others, or with the functioning of staff, are prohibited and subject to removal from facility. Possession, under the influence, or use of alcohol or drugs is prohibited. Betting and/or any other forms of gambling shall not be allowed. The use of alcohol will be restricted to the current alcohol policy.
- Skateboards, scooters, rollerblades and bikes are not allowed in building facilities.
- Use of city facilities to charge cell phones is prohibited.
- No materials shall be attached to curtains, walls, ceiling or doors without prior approval. Groups using the facilities for dancing shall not use any wax or other preparation on the floors.

GENERAL INFORMATION

- The serving of red-based punch is strictly prohibited.
- Decorations are subject to Community Services staff approval. Fireproof decorations must be used. No group may hammer, tape, stick or staple anything to floors, walls or ceilings. Decorations may only be placed as designated by a City representative. All set-up and take-down of decorations is the responsibility of the renter.
- No bathing in the restrooms. No sleeping in the facilities. No loitering in or around building. Personal hygiene and cleanliness is very important to us. Persons having offensive odors will be asked to leave.
- The use of rice, birdseed, confetti or the like, or candles is strictly prohibited.
- Supplies or equipment such as tables, chairs, dishes, silverware, cooking utensils, etc. shall not be removed from the facility to which they are assigned.
- Persons in attendance shall restrict their activities to those facilities or portions thereof, which their application entitles them.
- The City will not be held responsible for loss, damage or theft of any equipment or personal articles owned, leased or rented by people using the facilities or left behind at the conclusion of their event.
- The user may not store any equipment in the facility prior to or after the approved period of use. Any equipment left in the facility without approval will be subject to rental fees.
- Upon conclusion of their activities, groups must leave the facilities in the same condition as found, including the disposal of excessive trash. Such condition is to be determined by the authorized representative.
- City staff will control all heating, air conditioning, lighting, sound, public address system and any other electrical or mechanical system(s) in the building. The applicant only shall make requests to the City staff for any adjustments.
- City staff reserves the right to monitor and maintain volume control of any amplified items.
- Pets or other animals are not permitted on the premises, except for service animals, without prior approval.
- Smoking inside or within 20 feet of City facilities is prohibited.
- Facility policy prohibits the distribution of non-event related literature on facility property by community members, independent contractors or facility employees acting in their own behalf or on behalf of a community group.
 - Non-event related literature means any printed, written or electronic materials prepared by groups or individuals for posting or general distribution that are not prepared as a part of an event or course of instruction for which the facility has been properly reserved. This includes such things as books, fliers, invitations, announcements, pamphlets, posters, photographs, pictures, films, audio recordings, digital media recordings and electronic messages.
 - Distribution means handing non-event related literature to others on facility property; posting on facility property such as walls, bulletin boards and facility websites; making available by placing upon desks, tables, floors or in offices; or engaging in any other manner of delivery of non-event related literature to others while on facility property.

GENERAL INFORMATION

- All event-related promotional material intended to be used must be approved by the appropriate department prior to approval of the application.
- Groups interested in distributing event-related flyers at any site must apply at the Parks, Recreation and Community Services Department offices to receive a permit. The application must include a copy of the flyer to be distributed. A handbill permit may be required.
- No smoke or fog machines will be permitted without prior approval.
- Private Commercial use of public property is prohibited without City of Whittier approved facility use permit. In the case when a permit is approved, insurance and a Whittier Business License may be required.

Internet Usage: Usage of the Internet at all city facilities will be subject to the Library Internet Usage Policy. See Library section for the Internet Usage Policy.

Security Requirements: Any group wishing to host a function may be required to provide security services at current para-police rates or current rates with a City of Whittier-contracted security service company.

Weekend Usage: Weekends are defined as Friday evenings and all day on Saturdays and Sundays. There is a minimum of four hours required for all rentals during weekend usage.

Policy Exceptions: The City Council or its authorized representative may make exception to any of the facilities use rules and regulations, including rental rates.

INDIVIDUAL FACILITIES – SPECIAL INFORMATION

Due to the individualized nature of each facility, special conditions for use of a specific facility may apply. The following information outlines the usage rules and conditions specific to the individual facility.

Dog Park

The Whittier Dog Park is located at 12206 Philadelphia Street. The park is a facility set aside for dogs to exercise and play off-leash in a controlled environment under the supervision of its owner(s). It is open daily from sunrise to sunset with the exception of Thursday from 8 a.m. to 11 a.m. for park maintenance.

A. Dog Park Regulations:

1. Dogs must be accompanied by persons eighteen (18) years old or older. Children under the age of six (6) years old are not permitted in the off-leash area. Children six (6) to seventeen (17) years of age must be accompanied and supervised by an adult (18 years of age or older) while in the off-leash areas.
2. Dogs under the age of four (4) months are not permitted to use the facility and owners may be cited.
3. Dogs not displaying a valid and current County issued dog license (or annual permit tag, if required) will not be permitted to use the facility and owners may be cited. Dogs must be current on vaccinations and licensing. Unlicensed dogs, or dogs with communicable diseases, are not allowed on park premises at any time and the owner may be cited.
4. No more than three (3) dogs are allowed per adult.
5. Female dogs in any stage of heat are not permitted in the park.
6. It is the responsibility of each owner to supervise and clean up after his/her dog(s) to ensure a clean and orderly facility; dog feces are to be immediately removed by owner.
7. The park is a non-smoking facility.
8. No food (for people or canines) or toys (except toss toys such as balls and Frisbees) are allowed in the off-leash area.
9. Aggressive dogs are not allowed in the park. Dogs exhibiting unusually aggressive behavior are to be immediately removed.
10. Owners must remain with their dog(s) in the park and keep their dog(s) in sight at all times.
11. Owners must stop their dogs from digging. Any holes created by a dog must be filled by the owner.
12. Dogs must be leashed at all times in the parking area; owners must carry a leash and dogs must be leashed before leaving the park.
13. Users and/or dog owners assume full liability and are legally responsible for any injuries resulting from their actions as well as their pet(s).
14. Professional dog trainers may not use this facility to conduct their business.
15. Owners must abide by all City ordinances and policies.
16. Anyone who abandons an animal is subject to a \$500 fine and/or up to six months in jail. (California Penal Code Section 597S).
17. Unleashing of dogs will be at the owner's own risk.

Palm Park Aquatic Center

Additional Rules and Regulations

- Swimmers under 48 inches must be accompanied by an adult over eighteen (one-to-one ratio) or be able to pass swim test with lifeguard.
- All swimmers must shower before entering the pool.
- Food may be set up on pool deck in designated area.
- Audio equipment must be used with personal headphones in pool area and locker rooms.
- All participants must obey lifeguards at all times.
- Appropriate swim attire and etiquette is required.
- Diving in designated areas only.
- Inappropriate behavior such as running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or spitting of water is not allowed and may result in expulsion from the pool area.- Children over the age of five must use gender appropriate changing rooms.
- The City of Whittier is not responsible for lost or stolen articles.
- Swimmers must stay off lap lanes, ropes, safety lines and lifeguard stands.
- Persons with colds, coughs, nasal or eye discharges, skin eruptions, sores, bandages or infectious disease may be denied entry into the pool area.
- The use of still or video photography devices of ANY kind, including cell phones is strictly prohibited in all locker rooms and restroom facilities. In addition, such device usage involving minors is prohibited throughout city facilities including swimming pools, pool decks and spray pools without the prior consent of the minor's parent or guardian.
- Bills larger than \$20 will not be accepted.
- City staff reserves the right to refuse admittance to or eject from the pool premises. any person failing to comply with any of the above rules and regulations.

The following are prohibited anywhere in the pool area:

- Alcoholic beverages
- Glass containers
- Smoking
- E-cigarettes
- Thong bikinis
- Flotation devices
- Pets – except for service animals.
- Foul or abusive language

The following are prohibited in the pool:

- Cut-off shorts
- Underclothing
- Leotards
- Diapers (Diapers approved as swim wear may be utilized)
- T-shirts
- Street clothes/basketball shorts

INDIVIDUAL FACILITIES – SPECIAL INFORMATION

Palm Park Tennis Center

Facility is closed until 3 p.m. on the last Friday of each month for court cleaning. Facility is subject to early closure if no prior reservations have been received. Facilities are available for rental during the hours listed below:

Monday - Friday	5 p.m. to 9 p.m.
Saturday and Sunday	7:30 a.m. to 6 p.m.

<u>Facility Closed</u>	Thanksgiving Christmas Eve Christmas Day New Year's Eve New Years Day Easter Sunday Independence Day
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Tennis courts may close early if there are no reservations or customers using the courts.

Reservation Procedures Office/Reservation Hours

Walk-up Reservations:

Monday - Friday	4:45 p.m. to 9 p.m.
Saturday and Sunday	7:30 a.m. to 6 p.m.

Phone Reservations (562) 692-3188

Monday - Friday	4:45 to 9 p.m.
Saturday and Sunday	7:45 a.m. to 6 p.m.

- Senior reservations require that half of the players on the court be over the age of 55.
- Youth reservations require that half of the players on the court be under the age of 17.
- Resident cardholders may make reservations three (3) days in advance.
- Non-resident cardholders may make reservations two (2) days in advance.
- Players failing to show for reserved courts may be charged a penalty fee of \$4 per court per hour prior to being allowed any further reservation privileges.
- Court reservations must be made on the hour. Only walk-on players may play for ½ hour.
- Reservation restrictions – Only one reservation for prime-time hours. One additional reservation can be made for a spouse or immediate family member at the walk-up window or by phone.
- Reserved court time will be sold if players are more than ten minutes late.
- Courts are closed on rainy days. Reservations can be made on the next scheduled day of operation. City staff will determine playability of the courts.
- Refunds only given in cases of bad weather.

INDIVIDUAL FACILITIES – SPECIAL INFORMATION

- PRIME TIME HOURS:
 - Monday – Thursday: 5:00 p.m. – 9:00 p.m.
 - Weekends/Holidays: 8:00 a.m. – 2:00 p.m.

Rules and Regulations:

- Players must stop play at the end of reserved time.
- Players must not enter occupied courts until starting time.
- Players must conduct themselves in an orderly manner.
- Players must wear tennis shoes. No hard-soled shoes, skateboards, roller-blades or other potentially damaging materials allowed on the courts.
- Only players are allowed on the courts.
- No food or beverages are allowed on the courts.
- Alcohol prohibited.
- No smoking on the courts.
- No private lessons allowed.
- Operational hours may change seasonally.
- No pets except service animals.

Note: The Parks, Recreation and Community Services Department reserves the right to suspend use of tennis facility if in the opinion of City staff the facility becomes unsafe.

Whittier Center Theatre

The Whittier Center Theatre is located at 7630 Washington Avenue. This facility is available for viewing by appointment, Monday through Friday, 9 a.m. to 12 noon. This facility is available with approval of the Parks, Recreation and Community Services Department and the availability of supervisory personnel.

Rental includes:

Stage:

- 1 small lockable room offstage for storage, props, quick changes, etc.
- 2 large dressing rooms backstage (1 men's, 1 women's).
- 2 restrooms adjacent to dressing rooms

Auditorium-Capacity

- 400 seats plus wheelchair access, total 406

Foyer:

- Restrooms
- Box Office

Does not include, but is available for an additional fee:

- Kitchenette/Concession area (equipped with refrigerator, microwave and sink)
- Stagecraft area

INDIVIDUAL FACILITIES – SPECIAL INFORMATION

Theatre Equipment: The City owns various pieces of theatre equipment that are available for rental. Please see the Fee Schedule for equipment and costs.

Center Theatre staff requirements for facility rental use:

All rentals require two staff for all time in the theatre, one additional staff for all performances. Additional staff may be required depending on the expected attendance, amount and age of cast members and if the Community Center is closed (i.e. weekends and holidays).

Each rental should allow at least one rehearsal with a three-hour minimum, and all required Center Theatre staff must be there with the exclusion of the house manager (special exceptions may apply).

Depending on the production needs of the event, the following Center Theatre staff is required:

- All productions, meetings, special events require: One stage manager and possible one assistant manager.
- Events/productions with minors performing and productions using the fly system may require: One additional assistant stage manager.
- All meetings, special events and performances utilizing specialty sound equipment and/or having extensive sound cues require: One sound operator
- All meetings, special event, and performances needing extensive usage of the follow spot require: One follow spot operator
- All performances require a house manager to insure no food or drink is allowed into the theatre and provide crowd control.
- All events require one hour with the technical director.
- All performances require a lighting setup fee, which entails four hours.
- Piano is available, but may require tuning at renter's expense.
- All productions will be charged a maintenance use fee.
- All concessions must be sold out of the concession stand. Concessions sales outside the concession stand must be approved by the Director of Community Services.
- Any requests for equipment outside of the theatre will be charged according to the facility policy.
- A cleaning/repair fee will be charged for the use of City facilities if the theatre is not left presentable and if there is any property or equipment damage.

Theatre Rental:

Rehearsals: A minimum of three (3) hours per rehearsal is required.

Performances, meetings and special events: A minimum of four (4) hours is required.

Set-up/Load-In and Strikes: Groups will not be charged facility rental fees for the first hour of loading in. Theatre staff time will be charged, however. Groups will be charged facility rental fees for each additional hour needed to set-up/load-in or strike.

INDIVIDUAL FACILITIES – SPECIAL INFORMATION

Theatre Rules and Regulations:

- All groups will be required to meet with the Center Theatre technical director and supervisor to discuss their production needs that may include facility usage, snack bar setup, lighting, sound, set design, training of cast and crew members and theatre policies.
- Only theatre staff or facility supervisor and approved users may operate light, sound and theatre rigging. The performing group must provide all hardware and cable equipment. Additional insurance and technical support may be required.
- All groups are required to provide insurance as outlined in the facility use policy.
- All final billings will include rental fees, staff fees, maintenance and equipment fees.
- Due to safety issues and fire codes, tables and chairs in the Center Theatre lobby, including the kitchenette, may not exceed three (3) six-foot tables and six (6) chairs in a configuration to be determined by the theatre staff.
- A mandatory deposit will be required to cover any incidentals that may occur during the production. The deposit will be added or subtracted from the final bill.
- The stagecraft area is not included in the theatre rental unless specified on the original application and paid for in advance. Otherwise, usage of this area will not be permitted, except during the performance. All productions, load-in, rehearsals, performances and load-out in the Center Theatre are required to have at least two (2) City theatre staff to ensure the production operates safely. Additional theatre staff may be required based on the needs and scale of the production. Groups are responsible for providing personnel for the box office, ushers and hospitality, and they will be under the supervision of Center Theatre staff.
- Use of the theatre by instructors contracted by schools will be charged per fee schedule policy at the commercial rate.
- Persons or groups using the stage and stage equipment shall not:
 - Move or change equipment including lights, curtains, ceiling pieces or cyclorama, except under the direction and supervision of the stage manager employed by the Community Services Department
 - Change the counterweight system or the patch panel hookup
 - Removal of the piano from the pit or stage without written permission from the Director of Community Services is prohibited. A fee of \$150 will be charged for tuning if the piano is removed for any reason.
- Eat, drink or smoke in theatre/stagecraft areas
- Use excessive hammering into stage floor
- Wash paintbrushes or rollers in any sink or dump paint down drains
- Persons or groups using the stage and stage equipment may be held responsible for:
 - Removal of any graffiti during the use of the facility or will be required to reimburse the City for removal of graffiti
 - Drop cloths used when painting
- No video or flash photography will be allowed without prior approval. The use of video photography, if approved, may be charged an additional fee.

Whittier Skate Park

The Whittier Skate Park is located at 7630 Washington Avenue. This facility is normally open 8 a.m. to sundown (seasonal) daily.

Skate Park Rules & Regulations:

- Safety protection is required under Whittier Municipal Code 12.44.060. Any violators are subject to citation.
- Safety protection includes wearing a helmet, elbow pads and kneepads.

The following are PROHIBITED at the Skate Park:

- The use of the facility for anything other than skateboarding, in-line skating or roller-skating unless approved by the City of Whittier
- Using or possessing ALCOHOL or DRUGS
- Skating, running, standing on or jumping from any exterior wall or fence surface
- Stunt, trick or luge skateboarding
- Using any audio headset equipment
- Using unauthorized equipment, bicycles or obstacles
- Playing amplified music or other sound
- Spectators in the skate area
- Using profanity or bad behavior
- Graffiti or tagging
- Food or beverages

York Field

This facility is only available through the reservation procedure and **special approval**. This facility is for baseball/softball play ONLY. If a group is approved for rental outside the normal operating hours, they will be required to pay facility usage and attendant fees.

Whittier Public Library

Facility Schedule

The Whittier Public Library is located at 7344 Washington Avenue and the Whittwood Branch is located at 10537 Santa Gertrudes Ave. The rooms are available during the regular open hours of the libraries. Groups may book up to six (6) months in advance not to exceed three (3) bookings by the same organization in one month. Library-related events and City functions will receive first priority in scheduling.

Application Process

Any person applying for use of the community rooms must be at least 18 years of age. The person signing the application shall be responsible for any damage to Library property resulting from the organization's use of the room.

Application forms can be obtained at the Central Library and the Whittwood Branch.

Applications must be submitted in person or through the mail. Faxed applications are not accepted. An application form must be completed and approved, and the fee must be paid upon submission of the application to guarantee usage of the room. If the meeting attendance will include minors, there must be at least one (1) adult for every ten (10) minors.

Refunds

Refunds will be provided only upon receipt of a notice of cancellation by the library at least 48 hours prior to the event or function. Notice of cancellation must be given to the Whittier Public Library Administration Office.

Standards of Behavior

The Library has adopted this policy to ensure a positive library experience for everyone who visits any Whittier Public Library location. See below.

The Library is open to all members of the general public for the purposes of reading, writing, conducting research, studying and the use of Library materials.

Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others. To that end, the Library prohibits any behavior that infringes on the reasonable expectation by Library patrons of a quiet and safe environment free of unreasonable disruption. While you are here, please be considerate of others.

The Library expects its patrons to abide by the following rules. These rules are expressly promulgated to maintain the Library's peaceful atmosphere, facilitate Library usage to as many patrons as possible, preserve easy access to Library materials, and protect Library property.

Failure to comply with these standards may constitute grounds for warning to cease the offending behavior, loss of Library privileges and/or an order to immediately leave the Library premises.

Help Us Keep The Library A Safe Place.

- a. Follow staff instructions including (but not limited to) the following:
 1. Stay in public areas of the Library unless accompanied by a staff person.
 2. Vacate the Library at closing time and during emergency situations.
- b. Follow all local, state and federal laws.
- c. The following behavior is strictly prohibited:
 1. Theft, defacement, or destruction of Library property. California Education Code Section 19910 provides that it is a misdemeanor to cut, tear, write in, mark, deface, break or injure library property, and that the parent or guardian of a minor who willfully and maliciously commits any of these prohibited acts shall be liable for all damages so caused by the minor.
 2. Possession or display of weapons, illegal or controlled substances, or alcohol.
 3. Sexual activity in the Library.
 4. Harassment, behaving in a threatening or abusive manner to other patrons or to staff, or behaving in a manner which reasonably can be expected to disturb others (including but not limited to battery, verbal threats, abusive language, stalking, following another person about the Library with the intent to annoy that person, staring at another person with the intent to annoy that person, offensive touching, noisy or boisterous activities, singing, and talking in monologues).
 5. Manipulating or bypassing Library software and/or computer systems, such as those that regulate computer use, as well as tampering with Library computer hardware or accessories. This includes (but is not limited to) violation of California Penal Code section 502 ["Computer crimes"].
 6. Taking photographs on Library premises without the express permission of both the Library Director or designee, as well as any person being photographed (including the express permission of a parent or legal guardian if the person is a minor), for the purpose of protecting the privacy interests of Library patrons.
- d. Follow all Library policies. These include but are not limited to the Library's Internet Use Policy, the Library's Wireless Internet Access Policy and the Library's Chromebooks Policy.
- e. Child Safety
 1. Ensure that a caregiver 18 years or older closely supervises all children under the age of 8.
 2. Make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment.
 3. Adults may use the Children's Department and Young Adult lounge area only if they are using the collection or are accompanied by a child using the collection. California Penal Code Section 653b states that it is against the law to loiter without lawful business in any public place where children congregate.

- f. Tobacco / Nicotine Use
 - 1. No smoking, including the use of e-cigarettes (i.e., electronic inhalers meant to simulate and substitute for tobacco smoking by utilizing a heating element to vaporize a liquid solution), inside the Library or within twenty (20) feet of main entrances, exits, and operable windows.
- g. Wheeled Devices
 - 1. Secure all bicycles outside, away from doors and book drops. Using bicycles, roller skates/blades or skateboards within the Library is prohibited. Wheelchairs to assist handicapped and/or physically disabled Library patrons are permitted.
- h. Attire.
 - 1. Library visitors and patrons must be fully clothed, including shirt and shoes, at all times.
- i. Animals
 - 1. Animals are not allowed in the Library or on Library grounds, with the exception of service animals on duty or in training, and animals that are part of Library-approved events.

Use Your Library Appropriately And With Respect.

- j. Property
 - 1. Use the Library's property (e.g., facilities, materials, and furnishings) for its intended purpose. For example, tables are not meant to be used as foot rests, books and other reading material must be handled with respect, and facilities must be maintained and left in a clean and orderly manner.
 - 2. Do not distribute or post printed material in the Library without the express permission of the Library Director or designee.
 - 3. Telephones at all desks are for Library business only.
- k. Restrooms
 - 1. Use of the Library's restrooms for bathing, shaving, washing hair or laundry, sleeping or camping is prohibited.
 - 2. Adults may only use the Children's restroom while accompanying or assisting a child, or with the express permission of Library staff.
- l. Food and Drink
 - 1. Food is not permitted in the Library unless part of a Library-sponsored program. Drinks are not permitted in the Library unless part of a Library-sponsored program, unless a drink has a tightly-fitted lid (with the exception of no drinks at all are permitted in computer areas).

Help Us Create An Environment That Allows Everyone to Enjoy Visiting the Library.

- m. Keep noise levels down to avoid disturbing others by:
 - 1. Lowering voices.
 - 2. Using headphones on low volume.
 - 3. Silencing ringing or other sounds created by cell phones and other electronic devices.
 - 4. Quietly talking on cell phones.
- n. Behave in a manner that does not interfere with another person's ability to use and enjoy the Library or prohibit staff from providing services.
 - 1. Unacceptable behaviors include, but are not limited to:

- i. Monopolizing Library equipment, resources, or staff time.
 - ii. Sleeping in the Library.
 - iii. Attempting to sell or solicit, or actually selling or soliciting, in the Library.
 - iv. Petition-signing and/or taking surveys in the Library.
 - v. Panhandling (meaning to approach strangers and beg for money, food, or some other item) in the Library.
 - vi. Blocking or impeding access to the Library, including but not limited to blocking or impeding use of Library entrances, exits, facilities or property.
 - vii. Lack of personal hygiene, or use of perfume or fragrance, which produces an odor that constitutes a nuisance by interfering with the reasonable use of the Library by other Library patrons, or by interfering with Library staff's ability to reasonably perform their duties, constitutes grounds for warning to cease the offending behavior and/or an order to immediately leave the Library premises.
2. Selling or soliciting for charitable non-profit purposes is limited to outside areas as designated by the Library Director, and as expressly pre-approved by the Library Director through written verification of charitable non-profit status.
 3. Petition-signing and/or taking surveys are both limited to outside areas as designated by the Library Director, with the express exception of those areas open to such use (e.g., public sidewalks) pursuant to either California or federal constitutional rights.
 4. Parents and/or caregivers are responsible for their children's behavior.
- o. Personal Items:
1. Keep personal items with you at all times.
 2. Library staff may remove unattended personal items.
 3. Do not block aisles, walkways, entrances, or access to Library equipment or collections with personal items.

Please report inappropriate or questionable behavior to Library staff or a Library security officer immediately.

These Standards of Behavior are also available as a brochure. The Library Director and his/her designated staff are responsible for interpreting these rules in accordance with applicable law and for ensuring appropriate behavior in all Library facilities.

Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, or criminal prosecution if the conduct constitutes a violation of Federal law, State law or the Whittier Municipal Code. Library privileges may be revoked for a period of up to one year. This action may be taken by the Library Director or designee, and revocation of Library privileges shall issue in a written determination notice.

A Library patron whose Library privileges have been revoked may appeal this action by submitting a completed Library Revocation Appeal form to the Library Director within ten (10) days from the date of the determination notice. This form is available through the Library's Administrative Office. A decision will be rendered within five (5) days of receipt of a completed Library Revocation Appeal form. The Library Director's decision shall be final, and shall issue in writing. The decision shall articulate the grounds upon which it is based, and shall be appealable to the Superior Court pursuant to the provisions of Code of Civil Procedure section 1094.8.

A patron whose Library privileges have been revoked must schedule a meeting with the Library Director or designee prior to resumption of any Library privilege. The purpose of the meeting will be to review the Standards of Behavior policy.

Internet Use Policy

The Whittier Public Library offers free internet access as part of its mission to provide information to a diverse community.

Any individual with a library card may use the internet terminals free of charge.

The internet is an unregulated medium. The library does not monitor and has no control of the information on the internet. Individual users accept responsibility for their own selection of sites and information on the internet. While the library has antivirus software on the internet stations, the library cannot guarantee a virus-free environment. If individuals have concerns regarding viruses it is recommended that they do not download information from internet sites.

It is the responsibility and the right of parents to determine and monitor their child's use of library materials and resources, including the internet. Children do not need to demonstrate proficiency in order to use the internet. Parents, however, need to be aware that staff will not be able to provide assistance to novice users. If parents have concerns regarding access, the library recommends that parents supervise their child's internet access. Parents who have questions regarding their child's use of the internet are encouraged to contact a staff member.

Unlawful downloading of copyrighted materials through Library internet is strictly prohibited, including (but not limited to) on library terminals, Chromebooks, personal laptops, tablets and smartphones. Materials obtained or copied on the internet may be subject to copyright laws.

E-mail access is permitted; however, library staff does not provide assistance in creating e-mail accounts or in utilizing sites that require patrons to provide information of a personal nature such as a social security number, credit card numbers, etc.

Individuals will be charged for each page printed. The charge is set based on the current agreement with the library's printer vendor. Refunds for printing are only given for equipment malfunction. Refunds are not given in the case of operator error. Patrons are encouraged to always use print preview.

Individuals may not damage or modify the software or hardware. This includes (but is not limited to) violation of California Penal Code section 502 ["Computer crimes"]. Those who do will be held liable for any damages.

Individuals may not use internet terminals to run their own software. Nor may they use internet station outlets to plug in personal devices.

Unless staff has authorized additional users, only one person at a time may use a terminal.

Internet terminals are located in public areas of the library and there is no guarantee of privacy.

Under the Library's Standards of Behavior Policy, internet users may not engage in activity that disrupts others' use of the facility. In such instances, individuals will be required to discontinue the behavior in question. Failure to comply with these standards may constitute grounds for warning to cease the offending behavior, loss of Library privileges and/or an order to immediately leave the Library premises.

Individuals may not engage in any activity on the internet that is in violation of federal, state or local laws. Any individuals engaged in such behavior will be reported to the Whittier Police Department.

Individuals in violation of the Internet Use Policy may have their internet privileges and/or Library privileges revoked. Refer to the Library's Standards of Behavior Policy for more details on revocation of Library privileges.

Wireless Internet Access Policy

The Whittier Public Library offers free unlimited wireless internet access to patrons using their laptop computers or other mobile devices. Use of the service constitutes acceptance of this Wireless Internet Access Policy, the Library's Internet Use Policy and the Library's Standards of Behavior Policy.

The service is available during normal hours of operation.

Users must possess a Whittier Public Library card.

Most Wi-fi equipment will be compatible. However, the library makes no guarantees as to compatibility of a patron's hardware with the library's network.

Library staff is not allowed to assist patrons with setting up configurations for laptops.

The library's wireless network is an open network and therefore not secure. The library cannot guarantee the safety or privacy of communication across its wireless network.

Anti-virus software and security protection are the responsibility of the patron.

The library is not responsible for any loss of data or damage to personal equipment as a result of using the wireless service.

Patrons should never leave equipment unattended. The library is not responsible for theft.

The library reserves the right to determine where in the building laptop use is permitted. Patrons may not create obstructions to normal and safe use of the library.

Whittier Public Library reserves the right to modify this policy at any time.

Parks General Policies

Reservation Policies and Procedures:

- Applicants shall obtain a Use Permit application from the Parks Department and return the completed form to the Parks, Recreation and Community Services Department no later than two (2) weeks prior to the event.
- Obtain a Handbill Permit from the City of Whittier if any literature, handouts, etc. are included as part of the function. All materials must receive prior approval by the Director of Parks.
- Permittee may be required to obtain and maintain during the permit period general liability and property damage insurance in amounts required by the City of Whittier with the City named as additional insured. Issuance of permit is subject to proof of said insurance by permittee.
- Permittee may be required to pay the City, prior to the event, a deposit in an amount set by the Director of Parks, Recreation and Community Services to insure reimbursement to the City any costs incurred as a result of the event.
- Permittee may be required to pay for a Parks Department staff member to be present during the event, depending on the proposed activities.
- Loud speakers and amplification are NOT allowed per the City of Whittier Municipal Code.
- The City shall not approve the following events for outdoor use: motorized sporting events, aircraft and ballooning events, pyrotechnical uses, concerts with over 500 attendees, mechanical amusement devices, animal shows (including dog shows), equestrian events, carnivals, circuses, boxing, car shows, swap meets, flea markets and religious events that are a regular recurring use by a single congregation or religious group, etc.

Parks Rules and Regulations: The following conditions shall apply to the use of City park areas for certain activities:

- Wedding/Presentation ceremonies are permitted in Central Park and at the “knoll” in Penn Park only. Advance approval and permit fee is required.
- Wedding/Portrait photos are permitted in all parks, permit fee required.
- The only permit fee that can be paid “on site” is for Wedding/Portrait photos (see fee schedule).
- “Photo Shoot/Filming” is defined as any commercial group charging admission and/or any other fees to participants. Advance approval and permit fee required.
- “Bounce Houses” – see page 39
- Portable merry-go-rounds/rides are not permitted in any park.
- Petting zoos and concession machines (sno-cones, hot dog, popcorn machines, etc.) are not permitted in any park.
- “Home sized” gas barbecues may be used in the gravel picnic areas only. They may not be used on the turf. Barbecues are not permitted in Central, Founders, Laurel or Lee Owens Parks.
- Standard size, free standing “Easy-Up” type canopies may be used in the parks. Large carport sized canopies and tents are not permitted.

- Decoration (balloons, streamers, etc.) may be placed around trees at a height which will not cause a tripping hazard or potential injury to park patrons. Areas may not be “roped off”. All decorations must be removed and properly disposed of at the end of the event.
- Clowns, characters, face painters, etc. are permitted for specific events. Vendors may not offer services to park patrons not associated with the specific event.
- Pony rides petting zoos, animal demonstrations, trains, motorized rides or attractions, etc. are not permitted.
- Small tabletop battery powered music/sound systems are permitted. Volume must be kept at a level that does not disturb other park patrons.
- Taco carts and other onsite catering is permitted for specific events. A permit is required. Caterer may not provide or offer food to park patrons not associated with the specific permitted event.
- Activities that may cause a hazardous condition are not permitted (i.e. egg toss or water games)
- Popcorn and snow cone machines, etc. are not permitted.
- Persons must stay out of all planter beds, stream and pond (Penn Park).
- Walkways must be kept clear for pedestrian traffic.
- Activities must be conducted in a safe manner with due regard for the public.
- Areas used must be left in a neat and clean condition.
- Use of all sports facilities (softball, basketball, etc.) is on a “first-come, first-served” basis, with a two (2) hour limit if another group is waiting.

Special Park Activities:

Out-of-the-ordinary activities in the parks fall under the general heading of “Special Activity.” Examples include, but are not limited to, the following:

Weddings - Central Park and Penn Park ONLY

- Permits are issued to both residents of the City of Whittier and non-residents.
- Permits are issued for two (2) hours, which includes time for set-up, ceremony and removal, 9 a.m. to 1 p.m. only. Double reservation periods will NOT be granted.
- Chairs, flowers, etc. desired for the ceremony must be furnished by permittee, set-up, and removed within the two-hour permit period.
- Wedding groups are restricted to a maximum of 100 people, including guests and wedding party.
- Loudspeakers and amplification are NOT allowed per the City of Whittier Municipal Code.
- There are no electrical outlets available.
- No alcoholic beverages are allowed in any parks per the City of Whittier Municipal Code.
- Weddings are restricted to the knoll area of Penn Park and the gazebo at Central Park.
- No throwing of foreign matter, such as rice, birdseed, confetti, rose petals, etc.
- Funds are not returned for rainouts or “no shows”.

Receptions - Receptions may be held in the parks. All receptions must be held in the picnic area. At Penn Park, use of tables is on a “first come, first served” basis.

- No alcoholic beverages are allowed in any City park per the City of Whittier Municipal Code.
- The Parks Division shall be advised of food handling, i.e., cake and punch or full meal, catered or potluck. If catered, permittee must supply a copy of the caterer’s health department certificate, State Food Safety Certification and City business license prior to the Park Division issuing a permit.
- There are no electrical outlets available.
- Parks are for public use; therefore, the areas or facilities therein cannot be partitioned off in any way for private use.
- Rental of additional trash bins may be required.
- Funds are not returned for rainouts or “no shows”.

Photos/Videos

- Permits are required and must be obtained no later than one (1) week prior to date of event (see fee schedule).
- One-hour permits may be issued in the name of either the photo party or the photographer/studio. Double reservations will not be allowed.
- Name, phone number and Whittier business license number of the photographer are required on the permit.
- People must stay out of flower and shrub beds. At Penn Park, no one is allowed in the stream, pond or waterfall.
- Sidewalk areas and roadways must not be blocked; free access must be available to all park patrons.

Table Reservations

- Picnic tables may be used on a “first-come, first-served” basis for family gatherings. For groups of 100 or more people table reservations may be made in advance at City Hall in the Parks, Recreation and Community Services Department (PRCS) dependent upon space availability and fees paid. - Groups over 100 may reserve tables (13-table minimum and extra trash bin required). Company picnics of any size are required to obtain a Park Use Permit and make table reservations. All fees and deposits must be paid in full at least two (2) weeks before event.
- One or two tables may be set up on the grass adjacent to established picnic areas (not within the boundaries of the sports facilities, with guests using blankets or lawn chairs. No large set ups of tables and chairs are permitted. - Reservations may be made for Parnell, Palm and Michigan parks ONLY.
- Reservations may be issued to either residents of the City of Whittier or non-residents.
- No reservations for Monday through Friday or on holidays (except company picnics).
- Reservation fee must be paid to the Parks Division. at least one (1) week before event, subject to availability. Reservations are posted at 7:30 a.m. Tables not claimed by 9:30 a.m. will be forfeited, and fees are non-refundable.
- Refunds will be given for written cancellations submitted to the Parks Division at least seven (7) days prior to event. A 20% processing fee will be charged.

PARK USAGE

- Subject to availability, no more than half the tables available at any park can be reserved.
- Organized groups or companies requesting reservations must submit a completed Use Application, which can be obtained from the Parks Division office, and provide information such as scheduled events, number of people in attendance and food handling, i.e., catered, potluck, etc.
- Parks are for the public use; therefore, the areas therein cannot be partitioned off for private use.
- No electrical outlets are available.
- Use of barbecues and stoves are on a first-come, first-served basis and cannot be reserved. Private barbecues are permitted but must be kept in the gravel picnic area.
- Permits are not confirmed until all fees are paid.

Park Spray Zones:

OPEN: Weekends beginning with Memorial Day weekend.
Weekdays beginning with second Monday in June.

CLOSE: Following the Labor Day weekend, unless extended by Director.

HOURS: Spray zones: 12 noon to 5 p.m.
Spray zone at Lee Owens Park: 12 noon to 5 p.m.

NOTE: Spray zones are all on timers.
Lee Owens spray zones has an activation button that must be pushed to start the water. Spray zone hours are subject to change based on City Council direction and drought conditions.

Electrical Outlets:

Electrical outlets located within City parks are not available to the general public for use, and are to be kept locked.

Use by City departments or other groups will be by permit only, upon approval of the Director of Parks or his/her designee.

Metal Detectors in City Parks:

The following conditions and guidelines apply to the use of metal detectors on public property within Whittier City limits, and are designed to allow metal detector enthusiasts to continue pursuit of this hobby while ensuring the preservation of City park lands for the enjoyment of all park patrons.

- The use of metal detectors is allowed in City parks by permit. The permit must be carried when using a metal detector in any City park.
- Persons are not permitted to walk in planted beds, streams or ponds.

- Persons are not permitted to probe deeper than 4 inches.
- A maximum 4-inch diameter plug may be removed and must be properly replaced, immediately.
- Probing tool is restricted to a single tined instrument such as a screwdriver, ice pick, etc.
- All undesirable objects unearthed must be disposed of properly.
- Activities must be conducted in a safe manner with due regard for public; areas must be left in a neat, clean and satisfactory condition.
- Permit is subject to the condition that the permittee hold the City of Whittier, its officers, employees and agents free and harmless from any claim, demand or judgment arising out of permittee's use of this permit.

Bounce House Policy:

Inflatable "bounce houses" are permitted at Parnell and Palm Parks only. Any "bounce house" that is to be placed within a park facility owned and/or operated by the City of Whittier must meet the following requirements in order for its use to be authorized:

- One bounce house may be placed at the City-designated location in either Parnell or Palm Park.
- Bounce houses may not exceed 17 feet by 19 feet by 16 feet. Slides and/or water features are not permitted.
- VEHICLES ARE NOT PERMITTED TO DRIVE ON THE TURF.
- Bounce houses must be free-standing and weighted. Stakes are prohibited in City parks and public facilities. Bounce houses must not be tethered to trees, tables or other amenities or structures.
- There is no electricity available. A generator must be used to run the blower. The generator will be one noted as "quiet" and not generate noise in excess of City standards. Park Division staff on site will designate where generator is to be placed. It is the permit holder's responsibility to make sure that the generator is supervised to prevent injury. Cans with extra gas for the generator may not be stored in the park. The permit holder must insure that cans are secured to prevent unauthorized access.
- Permit holder is responsible to restrict use of the bounce house to their guests only.
- A completed "Park Use Permit Application" form and Certificate of Insurance with an Endorsement is required as per City insurance requirements.
- Upon approval of the application, the permit fee of \$163 and refundable damage deposit of \$200 must be paid in cash to the Parks Department, no less than seven (7) days before the event. It will take approximately two (2) weeks to receive the deposit refund, following confirmation that there was no damage to the park.
- It is the permit holder's responsibility to see that all conditions are met. Failure to do so will result in immediate cancellation of the permit and removal of the bounce house from the park. No refund of the permit fee will be given.
- The City of Whittier is not responsible for any theft of or damage to the bounce house equipment.

SPECIAL EVENT PERMITS

Special Event Permits:

A Special Event Permit is required when the usage of a city facility requires coordination of several city departments to occur. The City may issue special event permits for such activities as events held by local non-profit agencies, fund raisers, school team photos and filming related to movie production when the proposed event will not constitute an unreasonable threat of injury to person or property, if properly conducted, and will comply with the basic guidelines established for the use of City facilities.

A special event permit for hours of use between the hours of 7 a.m. to 7 p.m. or dusk, Monday through Saturday, and to 7 p.m. or dusk on Sunday with the following conditions:

- Applicant shall obtain a Special Event Permit and return the completed form to the Parks Division no later than sixty (60) days prior to the event.
- No fees, charges or donations may be solicited or collected in the City parks, medians or landscaped areas.
- Organizations requesting a film permit must first contact the Whittier Public Works Department for application/contact prior to the Parks Division issuing a Filming Permit. Fees and deposits must be paid prior to commencement of filming.
- Permittee may be required to pay for a Parks Division staff member to be present during the event.
- Permittee may be required to obtain and maintain during the permit period general liability and property damage insurance in amounts required by the City of Whittier named as additional insured.
- Permittee shall pay the City prior to the event a deposit in an amount set by the Director of Parks, Recreation and Community Services to insure reimbursement to the City for all costs incurred as a result of the event.
- Permittee shall not sublease any functions of the event to any other individual, organization, vendor or concessionaire without specific approval of the Director of Parks, Recreation and Community Services.
- Permittee requesting use of a City facility, Monday through Friday, or wishing extended hours shall obtain a Use Permit application from the Parks Department and return the completed form to the Parks Department no later than two (2) weeks prior to the event.
- Any youth group, preschool or day care establishment wishing to use the park system must call the Parks Department at least five (5) days prior to the desired date for approval.
- No use of facilities shall be granted which would in, the opinion of the Director of Parks, Recreation and Community Services constitute a monopoly of use by any individual or group.
- Supervision must be comprised of one (1) adult for every ten (10) children at all times.
- Applicant will be responsible for the cost of repairs or replacement of damaged property abused by other than normal wear.

SPECIAL EVENT PERMITS

Special Department/Division Concerns:

Police Department:	Traffic Control and/or Policing will be determined by the Police Department representative.
Public Works:	Traffic Control, Barricades, Clean-up, Trash Bins/Containers.
Parks:	Availability and adequacy of Park sites, Clean-up, Trash Bins/Containers, Bounce House Placement.
Business License:	Proof of Non-Profit status, Business License.
Health Department:	Permits for food handling.
Fire Department:	Tents, air-supported structures, LPG's and flame proofing must comply with requirements set forth in the Uniform Fire Code and Title 19 of the State Fire Marshall's Regulations.

PARK PERMITS

Park Permit Process: Chapter 12.44 of the Whittier Municipal Code requires permits by large groups of individuals or groups operating businesses within the park. The following outlines the policies and procedures for the use of certain city parks for organized or unorganized events in the parks:

Rules

- Park permits must be received for any organized activity that generates revenue or for usage on a regular basis such as boot camps or training classes.
- Groups should be limited to 20 people.
- Permits will be limited to Palm, Parnell, Penn, Michigan Parks and the Greenway Trail
- A maximum of three days per week, per applicant will be approved. Applicants will be limited to a two hour block of reservation time per day.
- No permits will be issued on weekends when the parks see its heaviest usage.
- Only two permits per park per time period will be allowed to insure that sufficient park space is available for general public use.
- Areas of the park may be closed to permit usage for park maintenance.
- Permits will be issued on a first-come, first-served basis. If more than one application is received, a lottery or similar system will be established.
- Permits will only be issued during park open hours stated in the Facility Usage Policy.
- No equipment such as weight lifting machines, stationary bicycles or other such equipment will be permitted as part of the park usage.
- Exercise equipment weighing over 25 pounds is prohibited.
- Attaching any rope, swing or any other object to any public tree or the playground equipment is already prohibited.
- Amplification and use of bullhorns will not be allowed.
- No playground equipment may be used by fitness groups.
- Adequate access must be maintained for general park users and City staff.
- Park space must be clean and free of debris at the completion of the class.
- Permits must be available onsite for inspection by City staff.
- Rules of conduct will be included in the permit process and adherence to these rules will be mandatory.

Process

1. Permits may be issued Monday through Friday from 8 a.m. to 5 p.m. at the Community Center located at 7630 Washington Avenue.
2. A City of Whittier business license is required..
3. Insurance certificate with endorsement is required per standard City requirements for coverage.
4. Permit fees must be paid upon approval.

Usage of city parks by non-authorized groups will be subject to citation and fines per the WMC Section 12.44.