

Outdoor Facility Permit



City of Sierra Madre

Community Services Department
 232 West Sierra Madre Boulevard
 Sierra Madre, California 91024
 (626) 355-7135
www.cityofsierramadre.com

The Outdoor Facility Permit must be submitted to the Community Services Department for processing and approval. Any organization that does not submit proper documentation will forfeit the facility previously reserved.

ORGANIZATION INFORMATION

BUSINESS/ORGANIZATION NAME		BUSINESS/ORGANIZATION CONTACT PERSON	
CONTACT PERSON'S ADDRESS			APT/UNIT #
CITY		STATE	ZIP CODE
HOME PHONE	WORK/CELL PHONE	ESTIMATED ATTENDANCE	
BUSINESS LICENSE NUMBER AND EXPIRATION DATE			
EMAIL ADDRESS			

AVAILABLE OUTDOOR FACILITIES

LOCATION	OUTDOOR FACILITIES	CHECK BOX
Memorial Park	Pavilion	
	Band Shell Area	
	Southside Area	
	Tennis Courts	
Sierra Vista Park	Pavilion	
	Eastside Area	
	Westside area	
	Tennis Court	
	Basketball Court	
Bailey Canyon Wilderness Park	Fire Ring Area	
	Volleyball Court	
Mt. Wilson Trail Park (Turtle Park)	Open Space Area	

INSURANCE INFORMATION

GENERAL LIABILITY		WORKERS' COMPENSATION	
COMPANY NAME		COMPANY NAME	
COVERAGE	POLICY NUMBER	COVERAGE	POLICY NUMBER
EXPIRATION DATE		EXPIRATION DATE	
COVERAGE LIMIT PER OCCURRENCE		COVERAGE LIMIT PER OCCURENCE	

INSURANCE REQUIREMENTS

An Outdoor Facility Permit shall be accompanied by an assurance that if the permit is issued, the permittee shall, at all times of the receipt of said permit, deliver to the City evidence of general liability insurance, including an additional insured endorsement, and other required insurance.

The City reserves the right to require higher general liability insurance limits.

During the term of this permit, permittee shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property in the following amounts; Procurement of insurance by permittee shall not be construed as a limitation of permittee's liability or as full performance of permittee's duties to indemnify, hold harmless and defend.

WAIVER OF LIABILITY

The permittee agrees that City of Sierra Madre, its employees, agents and officials shall, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the permittee shall defend, indemnify and hold harmless City of Sierra Madre, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval, unless solely caused by the gross negligence or willful misconduct of the City of Sierra Madre, its officers, employees, or agents. Permittee shall pay such obligations as they are incurred by the City of Sierra Madre, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

GENERAL LIABILITY INSURANCE

Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. The City of Sierra Madre, its officers, officials, agents, and employees shall be included as additional insureds on the policy.

AUTOMOBILE LIABILITY INSURANCE

Permittee shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the permittee, business, organization arising out of or in connection with Work to be performed under the permit, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

WORKERS' COMPENSATION INSURANCE

Permittee shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

Permittee shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City of Sierra Madre, its officers, agents, employees and volunteers.

PRIMARY/NON-CONTRIBUTING

Coverage provided by permittee shall be primary and any insurance or self-insurance procured or maintained by the City of Sierra Madre shall not be required to contribute with it.

PROOF OF INSURANCE

Permittee shall provide certificate of insurance to Agency as evidence of the coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City of Sierra Madre at all times during the term of this permit. The City of Sierra Madre reserves the right to require complete, certified copies of all required insurance policies, at any time.

WAIVER OF SUBROGATION

All insurance coverage maintained or procured pursuant to this permit shall be endorsed to waive subrogation against the City of Sierra Madre, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow permittee or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Permittee hereby waives its own right to recovery against the City of Sierra Madre.

ACCEPTABLE INSURERS

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the list of Approved Surplus Line Insurers in the state of California, with an assigned policyholder's Rating A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purpose of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the permittee maintains higher limits than the minimums shown above, the City of Sierra Madre requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sierra Madre.

NOTICE OF CANCELLATION

Permittee agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

The permittee shall be responsible for timely reimbursement of any deductible amount for any claim or suit, which may be presented to its insurer(s).

Permittees seeking to drive vehicles onto City property for the purpose of loading or unloading must request a Vehicle Access Permit from the City (free of charge) and provide a photocopy of current vehicle registration.

Check here if vehicle access permit will be requested. (Checking this box does not grant access and all requests will be reviewed to determine accessibility).

DESCRIPTION OF ACTIVITY

DESCRIPTION OF ACTIVITY (MAY INCLUDE DRAWING OF SITE PLAN)

ANTICIPATED ATTENDANCE:

EVENT DATE(S)

START TIME	END TIME	DAY(S) OF THE WEEK / WEEKS OF THE MONTH

A City facility/space will not be reserved for a period of more than four (4) hours per day and no more than twenty (20) hours per week.

AMPLIFIED SOUND \ EQUIPMENT TO BE USED

<p>DOES THE ACTIVITY REQUIRE AMPLIFIED SOUND?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>SMMC 9.32 Noise</p> <p>IF YES, PLEASE DESCRIBE</p>	<p>DOES THE ACTIVITY REQUIRE EQUIPMENT TO BE USED?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Equipment is subject to approval</p> <p>IF YES, PLEASE DESCRIBE</p>
<p>DOES THE ACTIVITY REQUIRE OTHER UTILITY CONNECTIONS?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If so, indicate which connections you will need</p> <p><input type="checkbox"/> WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OTHER CONNECTION</p>	<p>UTILITY CONNECTION APPROVAL</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED</p>

PERMIT CONDITIONS

1. Permittee shall adhere to all applicable City codes and policies.
2. Permittee shall adhere to the Los Angeles County Health Officer order issued on July 14, 2020, and all such subsequent orders and the industry-specific protocols.
3. All State of California and County of Los Angeles regulations and Center for Disease Control guidelines for COVID-19 must be followed.
4. If the permittee requires class participants to execute a waiver and release of liability, the City shall be added as an indemnified party to the waiver.
5. Commercial businesses require a City of Sierra Madre Business License issued prior to 7/15/20.
6. Insurance is required. See above insurance requirements.
7. Permits are valid for one year from date of issuance. All permits are automatically terminated once the Los Angeles County Public Health Officer permits the use of indoor spaces for non-essential and lower risk businesses, as those terms are defined in the Public Health Officer's order.
8. The Outdoor Facility Permit is provided to the permittee at no cost and may be revoked by the City at any time and for any reason.
9. The permittee shall not encroach into any area outside of the permitted area as depicted in the permit site plan.
10. Outdoor facilities should be maintained in a clean and safe condition. Any repairs or unacceptable conditions should be reported immediately to the Community Services Department at (626) 355-5278.
11. A 48-hour notice is required to change assigned locations. Change of location is subject to availability.
12. No transactions, including the selling of products or classes, are allowed at City facilities before, during, and after classes.
13. Permittee must submit a completed copy of the County of Los Angeles Protocol as part of the permit process. The protocols reflect modifications for outdoor operations at the selected City facility.
14. Prior to use of the facility the permittee agrees to issue a copy of the protocols to all employees, participants, and attendees and ensure compliance by all employees, participants and attendees. The protocols (Appendix) will be posted at the location of the permitted use.
15. Prior to use of the facility, the permittee agrees to implement a reservation system to limit the number of attendees and will not accept drop-in clients.
16. All equipment and supplies are Permittee's responsibility and must be set up and removed on the same day of use, within the approved permit time.
17. A City facility will not be reserved for more than four hours per day and twenty hours per week.
18. Pursuant to Sierra Madre Municipal Code 9.32 – Amplified sound will be limited and use must be approved prior to permit approval.
19. The permittee shall not install any permanent fixtures and shall not connect any apparatus or equipment to City property absent City approval.
20. The permittee shall not dig into the ground without an excavation permit or obstruct a public right-of-way without an encroachment permit.
21. Use is restricted to those non-essential businesses prohibited from operating indoors pursuant to the Los Angeles County Public Health Officer's July 14, 2020 order.
22. No food service, potlucks, family-style eating and drinking events, or alcohol is permitted.
23. Public interference may occur due to use of public facilities. Proper signage will be posted and permittee must have a copy of the approved permit available at all times.
24. All trash and recycling will be placed in the proper receptacles and the area of use will not be damaged.

25. Failure to adhere to any of the conditions of approval may result in cancelation of a permit and rejection of future permits.

I have read, understand, and will follow the aforementioned requirements. Initial Here _____

CERTIFICATION

Falsifying information on the Outdoor Facility Permit is grounds for denial and may result in criminal prosecution. I have read and understand the consequences of falsifying information on this permit. I certify under penalty of perjury, that the information I have given on the Outdoor Facility Permit is true and correct to the best of my knowledge and belief.

I, applicant/permittee, or representative for the permit, understand and agree to obey all Outdoor Facility Permit rules, regulations, codes and policies.

APPLICANT SIGNATURE

DATE:

PRINT NAME

COMMUNITY SERVICES DEPARTMENT USE ONLY

PERMIT APPROVED BY:

INSURANCE REQUIREMENTS SUBMITTED

PERMIT NO:

PERMIT ISSUE DATE:

GL WC Endorsement Business License

DEPARTMENT HEAD SIGNATURE

DATE

PRINT NAME

- Permit Fee Submitted (Waived During Declaration)
- Site Plan Submitted
- Certificate of Insurance Reviewed by Risk Management
- Utility Connection Reviewed and Approved/Not Approved

- Permit Conditions initialed
- Business License Verified
- Required Appendix Submitted
- Reviewed by Community Services