



***NON-PROFIT ORGANIZATION
FACILITY USE
APPLICATION***

City of Lake Forest
100 Civic Center
Lake Forest, CA 92630
Phone: (949) 461-3458

Date Submitted: _____ **Dates of Proposed Activity:** _____

Applicant Name (or head of organization IF Applicant is a business): _____

Home Phone: _____ Business Phone (if applicable): _____ Fax: _____

E-Mail: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Please Circle One: The Applicant will/will not be present on the days of the Activity.

Activity Organizer (if different from Applicant): _____

Home Phone: _____ Alternate Phone: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Please Circle One: The Activity Organizer will/will not be present on the day of the Activity.

Alternate Contact Person: _____

Home Phone: _____ Alternate Phone: _____ Fax: _____

Please Circle One: The Alternate Contact Person will/will not be present on the day of the Activity.

Proposed Location: _____

Proposed Day(s) of Activity: _____ Proposed Hours of Activity: _____ to _____

Description of Proposed Facility Use:

This proposed activity will require full or partial street closure, which occurs on a City street, sidewalk, alley, or other public right-of-way, and/or which is likely to obstruct, delay or interfere with the normal flow of vehicular traffic. Please check one: Yes No

If yes, please answer the following three questions:

What is the Assembly Point and Assembly Time for the Activity? _____

What is the Location of Disbanding Area and Disbanding Time for the Activity? _____

Which Parts of Which Streets Will Be Traveled for the Activity? _____

Regardless of Whether the Activity will Require Street Closure(s) and/or Obstruct Traffic, Please List the Approximate Number of Persons who will be Present at the Activity Daily:

Non-Profit Employees: _____ Volunteers: _____ Participants: _____

In the Space Below, or on an Attached Sheet, Please Provide Additional Information on the Proposed Activity: _____

NON-PROFIT ORGANIZATION CONDITIONS OF APPROVAL:

Non-Profit Organization Understands that Approval of the Non-Profit Facility Use Application is Conditioned on Non-Profit's Agreement to Comply with Specific Conditions Set by the City, as Set Forth Below. To Demonstrate the Non-Profit's Acknowledgement and Agreement, Please Initial Next to Each Condition:

- City Approval of a Project Description **Initial:** ____
- Non-Profit's Activity Must Share Facility Space with Non-Activity Facility Users. **Initial:** ____
- Activity Serves Lake Forest Residents Primarily. **Initial:** ____
- If the City Approves the Application, the Non-Profit Will Agree to Terms Regarding, Among Other Things, Defending and Indemnifying the City, Insurance Requirements, Termination of the Non-Profit's Activity and Revocation of the Non-Profit's MOU. **Initial:** ____
- Proof of All Required Insurance and Additional Insured Endorsements Required by the MOU. **Initial:** ____
- Removal of Garbage Generated by the Activity at the End of Each Day. **Initial:** ____
- Removal of Non-Profit's Supplies and Equipment from the Facility at the End of Each Day. **Initial:** ____
- Approval of a Noise Control Plan, in the Event that Non-Profit Plans to Use Amplified Sound. **Initial:** ____
- Activity Participants Must Be Uniquely Identifiable (i.e. wristbands, t-shirts, hats, etc.). **Initial:** ____
- Program Staff Must Be Uniquely Identifiable (i.e. t-shirts, hats, etc.) **Initial:** ____
- Non-Profit Must Submit Data to the City Upon Request (e.g. Rosters, Registration Records, etc.) **Initial:** ____
- The Non-Profit Must Adhere to Facility Rules. **Initial:** ____
- Changes to Major Program Elements or Operational Parameters Are Subject to City Preapproval. **Initial:** ____
- Notification Outreach Plan for the Surrounding Neighborhood Advising of the Program Schedule in the Facility and a Contact Phone Number. **Initial:** ____
- The City Retains the Ability to Monitor the Program as it Deems Necessary. **Initial:** ____
- Violation of the MOU or the Foregoing Conditions May Result in Forfeiture. **Initial:** ____

REQUIRED ATTACHMENTS, IF APPROVED

Non-Profit Shall Provide the Following Documents if Application is Approved:

- Proof of all Insurance and Additionally Insured Provisions Required by the MOU
- Detailed Project Description including:
 - Specific Daily Activities
 - Hours of Operation
 - Number of Registered Participants and Lake Forest Residency Documentation
 - Parking Plan
 - Child Pickup/Drop off Plan
 - Site Plan (If Applicable)
 - How the Reserved Area will be Denoted (i.e. cones, flags, rope, etc.) (If Applicable)
 - Description of How Often the Non-Profit Envisions Reserving Areas of the Park for the Activity's Exclusive Use (If Applicable)
 - How Participants will Be Identified (i.e. wristbands, t-shirts, hats, etc.)
 - How Staff will Be Identified (i.e. uniforms)
 - Plan for Inclement Weather
 - Explanation of How Nonprofit will Ensure that Non-Activity Participants (i.e. General Public) Can Still Enjoy the Park During the Nonprofit's Activity (If Applicable)
 - Detailed Summary of the Activity's Daily Programming
- Child Safety Plan Including:
 - First Aid Plan
 - Chaperon Plan to Accompany Children from the School to the Park (If Applicable)
 - Plan to Accompany Children after Operating Hours when Parents/Guardians Are Late (If Applicable)
- If Amplified Sound is Proposed, a Plan for the Control of Noise, Including, but not Limited to, Motors and Other Equipment that May Affect Nearby Premises, With Special Attention to Prevention of Noise Nuisance to Nearby Residences, if any, Subject to the Noise Standards Set Forth in Chapter 11.16 of the Lake Forest Municipal Code. (If Applicable)

Approval of the Non-Profit Facility Use Application is Conditioned upon the City's Approval of the Proof of Insurance, all elements of the Detailed Project Description, the Child Safety Plan (If Applicable), and the Plan for the Control of Noise (If Applicable).

NOTE TO APPLICANT:

- **IF THE DEPUTY CITY MANAGER DENIES YOUR APPLICATION, YOU MAY APPEAL TO THE CITY MANAGER. IF THE CITY MANAGER UPHOLDS THE DEPUTY CITY MANAGERS' DENIAL OF YOUR APPLICATION, YOU MAY APPEAL TO THE CITY COUNCIL. IF THE CITY COUNCIL UPHOLDS THE DENIAL, YOU HAVE A RIGHT TO FILE A PETITION FOR WRIT OF MANDATE PURSUANT TO THE CALIFORNIA CODE OF CIVIL PROCEDURE SECTIONS 1094.6 OR 1094.8.**
- **VIOLATION OF ANY CONDITION APPROVED FOR THIS ACTIVITY COULD RESULT IN THE IMMEDIATE CLOSURE AND CEASING OF THE OPERATION OF THE ACTIVITY.**
- **IT IS THE APPLICANTS RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS, INCLUDING ENCROACHMENT PERMITS (IF APPLICABLE).**

I agree to comply with the standard conditions and special provisions attached to this application. Under penalty of perjury, if I am applying on behalf of an organization, I am an officer of the organization or business who is at least 18 years old.

(Applicant's Signature)

DATE: _____

FOR OFFICE USE ONLY

Other Approvals Required and Obtained:

- Orange County Fire Department
- Orange County Health Department
- City Building Department Permit
- City Electrical Department Permit
- Alcohol and Beverage Control
- Public Works Encroachment Permit
- Orange County Flood Control District

DEPUTY CITY MANAGER APPROVAL

_____ **DATE:** _____

Copies to: PW CS CM Police (Please circle which Department)

STAFF NOTES
