



STAFF REPORT

DATE: OCTOBER 12, 2021
TO: MAYOR AND CITY COUNCIL
FROM: ALEXA DAVIS, ASSISTANT CITY MANAGER
ROSA PINUELAS, COMMUNITY SERVICES SUPERVISOR
SUBJECT: PARK AND ACTIVITIES COMMISSION ACTION ITEM: GEORGE F
CANYON NATURE CENTER - FUTURE FACILITY USE DISCUSSION

OVERVIEW

At the September 20, 2021 Park and Activities Commission meeting, the Commission discussed additional uses for a new Nature Center, which is provided to the City Council for review and discussion and will be used as part of an environmental impact study.

BACKGROUND AND ANALYSIS

A final conceptual design of a new George F Canyon Nature Center was approved by the City Council along with architect and environmental impact analysis consultant agreements at the July 2021 City Council meeting. An important aspect of the environmental analysis is to consider uses of the site.

The Park and Activities Commission began the discussion of possible uses for a newly built Nature Center, outside of its current use under the Palos Verdes Peninsula Land Conservancy programming in March 2021. At that time the Commission directed staff to conduct further research which was completed and presented to the Commission at their regularly scheduled meeting of September 20.

The Palos Verdes Peninsula Land Conservancy (PVPLC) is currently contracted for programming and operations are proposed to continue in a new facility with no immediate modifications. PVPLC operates the Nature Center on Fridays from 12 pm – 4 pm, and Saturdays and Sundays from 10 am – 4 pm; outside of regular public hours PVPLC hosts small private gatherings (such as scout education) and school field trips. Most activities draw small groups of people, like family units; however, school field trips can have up to 70 students (two classrooms with chaperones) transported by bus. Parking occasionally reaches capacity in the Nature Center lot, but is accommodated when needed by the additional parking area located at the trailhead on PV Drive East.

Based upon the input received, the Commission is recommending that a new Nature Center consider the following uses:

- Users:
 - Palos Verdes Peninsula Land Conservancy under current operating agreement

- Available to non-profit youth, civic and service organizations whose general objective is community enrichment or betterment and Rolling Hills Estates neighborhood associations for neighborhood meetings (*similar to City Council Chamber rental*)
 - i.e., 4-H; Chamber of Commerce; Scouts; HOA meetings; etc.
- Available for City programming
 - i.e., Recreation classes, City meetings, etc.
- Conditions:
 - Parking limited to available designated spaces; no parking on residential streets; Currently there are 19-20 parking spaces proposed onsite with an additional 8-10 spaces on Palos Verdes Drive East at the trailhead to the Canyon and on street parking is available, but not formally marked to date on Palos Verdes Drive East, adjacent to the Center.
 - Hours restricted to coordinate outside of PVPLC operation hours; no earlier than 9 am and no later than 9 pm
 - Capacity be limited for rentals to not exceed a total of 60 individuals from the organization renting the space (Nature Center indoor space can accommodate up to 60 individuals and outdoor space can accommodate up to 64.)
 - Fee structure be set with resident/non-resident rates (more research required to recommend actual fees)
 - Deposit would be established and withheld if any conditions are not met
 - No more than one organization may use the space at the same time
 - No Alcohol to start but assess for the future
 - No Amplified music to start but assess the option for indoor in the future
- Review:
 - The Commission requested that a review be done six months after opening under these new uses to determine if any modifications need to be made. They asked that staff monitor and track all approved/unapproved requests to identify the level of interest and the type of activities/events being requested. This information would be presented to the Commission and City Council thereafter.

PUBLIC OUTREACH

The agenda and staff report for this item were posted and noticed as required. There was additional outreach to the public by direct e-mail messaging to past public participants.

RECOMMENDATION

It is recommended that the City Council provide input on possible future facility uses of a new Nature Center. This information will be used to assess environmental impacts as part of the project planning with staff ultimately returning to the Commission and Council with more detailed rental program guidelines and an application process.

Attachment

A- Park and Activities Commission Staff Report –September 20, 2021 with public comments



STAFF REPORT

DATE: SEPTEMBER 20, 2021

TO: PARK AND ACTIVITIES COMMISSION

FROM: ALEXA DAVIS, ASSISTANT CITY MANAGER
ROSA PINUELAS, COMMUNITY SERVICES SUPERVISOR

SUBJECT: GEORGE F CANYON NATURE CENTER - FUTURE FACILITY USE
CONTINUED DISCUSSION

OVERVIEW

A final conceptual design of a new George F Canyon Nature Center was approved by the City Council along with architect and environmental impact analysis consultant agreements at the July 2021 City Council meeting. The Park and Activities Commission began discussion on possible additional uses for a new Nature Center and should continue the discussion for a recommendation to the City Council, which will be reviewed as part of an environmental impact study.

BACKGROUND AND ANALYSIS

In March 2021, the Park and Activities began the discussion of possible uses for a newly built Nature Center, outside of its current use under the Palos Verdes Peninsula Land Conservancy programming. Commissioners requested that staff return with additional information to help better guide the discussion and ultimate recommendation to the City Council. Future facility use discussion will help to determine environmental impacts, such as noise, parking needs, etc. which are currently being assessed by the City's environmental consultant, Michael Baker International.

As the Commission may recall, the City contracts with the Palos Verdes Peninsula Land Conservancy (PVPLC) for programming at the existing Nature Center and adjacent George F Canyon. Operations at the Nature Center are proposed to continue in a new facility with no immediate modifications. PVPLC operates the Nature Center on Fridays from 12 pm – 4 pm, and Saturdays and Sundays from 10 am – 4 pm; outside of regular public hours PVPLC hosts small private gatherings (such as scout education) and school field trips. Most activities draw small groups of people, like family units; however, school field trips can have up to 70 students (two classrooms with chaperones) transported by bus. Parking occasionally reaches capacity in the Nature Center lot, but is accommodated when needed by the additional parking area located at the trailhead on PV Drive East.

The site previously housed a community building which was used for small meetings of Rolling Hills Estates neighborhood homeowners associations and non-profit organizations, such as 4-H.

Considering the size of the conceptual design of the Nature Center facility and in an effort to minimize wider impacts, the Commission requested additional information be reviewed as part of the consideration of future uses:

- Palos Verdes Peninsula Chamber of Commerce input on their uses of facilities

Staff spoke with the PVP Chamber Executive Director, Eileen Hupp, who explained that the Chamber rents space frequently for meetings and events larger than 10 participants. They actively rent space for monthly Board meetings, which includes 20 Board members. They also hold educational workshops, seminars, youth and leadership programs, and candidate forums with groups ranging between 12 – 60 individuals. Ms. Hupp explained that there are limited facilities to rent on the Peninsula and the Chamber would be very interested in utilizing the Nature Center for some activities if available in the future.

- Existing City facility use (Council Chamber)

The City permits organizations of non-profit youth, civic and service organizations whose general objective is community enrichment or betterment. Additionally, the Council Chamber has been made available to Rolling Hills Estates homeowners association groups for their neighborhood meetings

There are specific parameters and conditions set within the application, guidelines and rules to manage use as seen attached.

- Existing facility use in surrounding cities

The City of Rancho Palos Verdes rents several of its facilities at three primary park locations for a variety of uses including classes, meetings, special events, weddings and receptions for parties of 20 to 150 people.

Other items the Commission requested to be considered:

- No parking impacts to adjacent neighborhood streets
- No increased traffic in the area
- Limit capacity for facility (not to be equal to building capacity)
- Limit sound impacts – no amplified sound outside
- No alcohol
- Community-oriented activities, not private functions

In review of concerns shared by the public and the Commission as well as staff's research, it is recommended that a new Nature Center facility be used only for small

gatherings similar to how the City Council Chamber is rented. Limiting the number of people for a gathering provides a level of control to ensure there are minimal impacts to the surrounding community. All activities would be required to go through an approval process and have conditions set based upon defined terms established by the City through the Park and Activities Commission and City Council, as follows:

- Users:
 - Palos Verdes Peninsula Land Conservancy under current operating agreement
 - Available to non-profit youth, civic and service organizations whose general objective is community enrichment or betterment and Rolling Hills Estates neighborhood associations for neighborhood meetings.
 - i.e., 4-H; Chamber of Commerce; Scouts; HOA meetings; etc.
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- Conditions:
 - No Alcohol
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 - Fee structure set with resident/non-resident rates (more research required to recommend actual fees)
 - Deposit would be established and withheld if any conditions are not met
 - No more than one organization may use the space at the same time

FISCAL IMPACT

No fiscal impact as a result of this item at this time.

PUBLIC OUTREACH

The agenda and staff report for this item were posted and noticed as required. There was additional outreach to the public by direct e-mail messaging to past public participants.

RECOMMENDATION

It is recommended that the Park and Activities Commission provide input and a recommendation to the City Council on possible future facility uses of a new Nature

Center. Upon the Commission's and Council's input, this information will be used to assess environmental impacts as part of the project planning with staff ultimately returning to the Commission and Council with more detailed rental program guidelines and an application process.

Attachment:

A- City Council Chamber Facility Use Application



CITY OF ROLLING HILLS ESTATES
 4045 Palos Verdes Drive North
 Rolling Hills Estates, CA 90274
 Telephone-(310) 377-1577
 Fax-(310) 377-4468
 www.RollingHillsEstatesCa.Gov

CITY HALL COUNCIL CHAMBER USE APPLICATION

Name of Organization _____

Address/City _____

Applicant/Contact _____ Email _____

Purpose of Meeting _____

Date Requested _____ Time: Start _____ Finish _____

(Monday-Thursday, evenings only, and meeting must conclude before 10:00 P.M.)

Please read the following carefully and sign below.

- **RULES** - As the individual signing the application, it is important that you read, understand and share with members of your organization the guidelines and rules (attached). Any violation of the guidelines may result in denial of the group's future use of the facility.
- **CERTIFICATE OF INSURANCE** - A Certificate of Insurance naming the City of Rolling Hills Estates (City) as additional insured in an amount not less than \$1,000,000 single limit liability must be furnished and on file at the City Hall no later than five working days prior to use of the room.

IMPORTANT: I am an authorized representative of the organization submitting this agreement, and the information provided is true and correct. I have read and understand this agreement and agree to all of the guidelines, rules, regulations and conditions of use.

x _____
 Signature _____ Print Name _____

Date: _____

FOR CITY USE ONLY	
Approved _____	Date _____
_____ \$40 fee & \$250 deposit received	_____ Certificate of Insurance received
_____ Rules & Guidelines signed	_____ Hold Harmless and Defend Statement
_____	_____ Proctor
Notes:	

**CITY OF ROLLING HILLS ESTATES
GUIDELINES & RULES FOR USE OF THE
CITY HALL COUNCIL CHAMBER
4045 PALOS VERDES DRIVE NORTH**

ELIGIBILITY – The Council Chamber facility is for use by Non-Profit Youth, Civic and Service Organizations whose general objective is community enrichment or betterment.

APPLICATION DETAILS

- ⇒ Groups are limited to ONE reservation per month.
- ⇒ Members attending this meeting must number between 31-75 persons.
- ⇒ The Council Chamber is only available EVENINGS MONDAY THROUGH THURSDAY.
- ⇒ Meetings must be concluded by 10:00 PM.
- ⇒ The City reserves the right to cancel the application at any time.
- ⇒ The application is not transferable.
- ⇒ Application must be submitted for SINGLE USE at least 14 calendar days before the requested date but no more than 90 days before the requested date.
- ⇒ For MONTHLY MEETINGS applicant may reserve the room for up to three (3) separate times per request but never more than ninety (90) days prior to the last requested date

FEES/INSURANCE:

- The **minimum fee is \$40** for the first two hours. Any additional time after the first two hours shall be paid as \$10 for each half-hour increment. Payment is required along with application submittal.
- A **Security/Cleaning Deposit** of \$250 is required at the time of submittal. The \$250 deposit will be returned only if the Chamber is left in the same condition as before the meeting.
- A **Certificate Of Insurance** naming the City of Rolling Hills Estates (City) as additional insured in an amount not less than \$1,000,000 single limit liability is required and must be on file at the City Hall five working days prior to use.

CONDITIONS OF USE:

Applicant/Organization (Renter) will be responsible for any and all damages and will be required to pay for same based upon current cost of repair or replacement including any staff time incurred. Until payment is received, the City shall have the right to cancel the Renter's current use and reject any further applications to use the facility. Any Renter who fails to abide by established rules and guidelines, exhibits unruly or unlawful behavior, fails to clean up, or fails to cooperate with staff may have their application revoked at any time and be restricted from future facility use.

THE FOLLOWING MUST BE ADHERED TO:

- No food or drinks shall be consumed in the facility. All refuse shall be placed in trash containers and furniture returned to its original location.
- Renter is limited to 30 parking spaces.
- No smoking allowed in the facility.
- Crafts and other activities involving use of glue, paints, etc., are NOT allowed in the facility.
- No animals are allowed in the facility.
- No group shall store or leave behind any supplies, equipment, materials, etc.

- Renter is solely responsible for supervising all individuals while at the Council Chamber facility during the event. The City is not responsible for providing this supervision.
- Tables and chairs must be left in an orderly condition. If tables and chairs are placed outside the facility, they must be returned to the facility before leaving.
- All members of the audience and sponsoring organization must leave the building/premises at the time designated on the application (and in all cases, no later than 10:00 PM).
- At the conclusion of your meeting, please inform the Proctor so that the building can be locked and secured.

LIABILITY

- Renter shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Council Chamber, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.
- Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City's facilities in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City, its officers, employees, and agents as additional insured prior to the rental date of the Council Chamber. Renter shall file certificates of such insurance with the City, which shall be endorsed to provide thirty (30) days notice to the City of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City may deny access to the Council Chamber.
- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Council Chamber facilities to the City Hall Offices, in writing and as soon as practicable.
- Renter waives any right of recovery against the City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "Acts of God" to the City, its officers, employees, or agents.
- Renter waives any right of recovery against the City, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Council Chamber and adjoining property, even if the City, its officers, employees, or agents seek recovery against Renter.
- City reserves the right to cancel the permit at any time (City business supersedes any reservation).

I have read and understand this document and will share with members of the organization these guidelines and requirements. I understand that any violation of the rules may result in denial of the group's future use of the facility.

x _____
Signature

Print Name

Date: _____



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4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
Telephone-(310) 377-1577
Fax-(310) 377-4468
www.RollingHillsEstatesCa.Gov

HOLD HARMLESS AND DEFEND STATEMENT

COUNCIL CHAMBER FACILITY 4045 PALOS VERDES DRIVE NORTH

THE BELOW NAMED COMPANY, GROUP, OR PERSON IS WILLING TO ASSUME LIABILITY AND INDEMNIFY, DEFEND, AND HOLD THE CITY OF ROLLING HILLS ESTATES HARMLESS FROM ANY LOSS, COST OR EXPENSE WHATSOEVER CAUSED BY THE NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF BELOW NAMED COMPANY, GROUP OR PERSON'S OFFICERS, AGENTS, PARTICIPANTS AND EMPLOYEES, OCCURRING WHILE UTILIZING THE ROLLING HILLS ESTATES COUNCIL CHAMBER.

ORGANIZATION

ADDRESS

x

SIGNATURE OF AUTHORIZED AGENT

PRINT NAME OF AUTHORIZED AGENT

DATE

PUBLIC COMMENTS RECEIVED TO PARK AND ACTIVITIES COMMISSION

MEETING DATE: 9/20/21

From: [Alexa Davis](#)
To: [Van Ingen Pope, Lisa](#); [Lisa Van Ingen Pope](#); [Valerie Ciarolla](#); [Lou Persichina](#); [Jeff Romanelli](#); [Kirk Retz](#); [judithbainconsulting@gmail.com](#); [Jeff Romanelli](#)
Cc: [Greg Grammer](#); [Rosa Pinuelas](#); [Lauren Pettit](#); [David Wahba](#)
Subject: P&A COMMISSION - Public Comments Agenda Item: Nature Center Facility Use
Date: Monday, September 20, 2021 4:12:00 PM
Attachments: [Nature Center Staff Report 092021 Comment_BCarman.pdf](#)

Good afternoon Commissioners,

We have received the below public comments related to Agenda Item: the Nature Center Item No. 6B.

Thank you,
Alexa

Sent: Monday, September 20, 2021 12:43 PM
To: Rosa Pinuelas <rosap@ci.rolling-hills-estates.ca.us>
Subject: RE: Continued Discussion on Future Nature Center Facility Use with Park & Activities Commission on 9/20/21

Hi Rosa,

I am having difficulties adding a second comment for tonight's Parks & Activities Commission meeting.

Can you please add the following to the public comments section , Item 6B?

My comment is based on over 20 years of daily observations of the Nature Center and PVDN/PVDE intersection.

Precluding private events reduces, but does not eliminate all my concerns with the current expanded Nature Center usage concept.

The Nature Center parking lot is used for numerous purposes outside of Nature Center visits – bicyclists, hikers, carpoolers, nearby workers on a break and potentially visitors to the soon to be developed 'Butcher Park' across the street.

One can easily foresee that few, if any Nature Center event attendees would utilize the remote trailhead parking area. It is a longish uphill/downhill walk over unimproved surfaces and requires an awkward/hazardous u-turn on PVDE at either Conestoga Drive or Harbor Sight Drive for those vehicles exiting the parking area and leaving to the North, East or West.

With 19-20 parking spaces in the current design concept, one can subtract 3-4 for other users leaving 16 spaces left for Nature Center event parking. So, for additional events outside of its present use, the lack of adequate parking should limit the number of participants to 20 or so,

assuming that some event attendees may ride together.

Regards,

Paul Moilanen

Paul Moilanen submitted a new eComment.

Monday, September 20, 2021 12:05 PM

eComment: The PVDN/PVDE intersection is one of the busiest in the city particularly in the mornings with a lot of pedestrian traffic including our school children and equestrians. Congestion usually dissipates around 9AM. Therefore any Nature Center event scheduling should not occur prior to 10AM to prevent those early arrivals or those personnel setting up the event from adding to the congestion.

Mary Ann Pascua submitted a new eComment

Sunday, September 19, 2021 8:26 PM

eComment: The facility should not be available for use before 10AM.

Jon Rohrer submitted a new eComment.

Monday, September 20, 2021 6:33 AM

eComment: This plan for the Nature Center Future Use Facility has been poorly conceived. Setting use limits without knowing the true parking situation and before any meaningful studies are conducted is not appropriate. The cap for 60 attendees with the predicted 20 or so parking spots is short-sighted in that assuming 2 people per car this would equate to 30 cars. There really is no parking option on PVDrive North, and being optimistic about that is not planning. Also, the hours should be 10am to 7pm.

Sent: Monday, September 20, 2021 10:14 AM

To: Rosa Pinuelas <rosap@ci.rolling-hills-estates.ca.us>

Subject: Comment by Sally Kinsey on for 9/20 P&A meeting - Discussion on Future Nature Center Facility Use

Under Agenda Item 6B, conditions:

The conditions include , end time for use of 8:00 pm. Evening meetings frequently start at 7:30 pm in other venues, and would reasonably go to 9:00 pm, 8:00 pm seems overly restrictive.

Sent: Monday, September 20, 2021 1:03 PM

To: David Wahba <DavidW@ci.rolling-hills-estates.ca.us>; Alexa Davis <alexad@ci.rolling-hills-estates.ca.us>

Subject: Nature Center: Comments to Parks/Activities Facility Use Recommendations

Dear Council Members and Commissioners,

Thank you for your extensive and thoughtful deliberations regarding the future uses of the planned

George F Canyon Nature Center.

Site uses.

I am personally in agreement with the notion that public uses should be limited to community service groups and the objectives of the PVPLC programming. These proposed uses reinforce the open space zoning intent and our community's core values by fostering a manageable, limited impact asset, particularly in light of the site constraints due to parking, intersection congestion, and proximity to residential neighborhoods.

Application process.

Please note the sample City Hall Council Chamber use application notes a time frame of the activities ending by 10 p.m. I suggest this should be modified for consistency with the proposed use timeframe, which proactively ends activity by 8:00 p.m. Further, very few community organizations maintain insurance, therefore would not comply with the stated rules of use.

Future uses.

Long ago, to pay for the original cost of this small site when purchased from the Metropolitan Water District (If my memory is correct, approximately \$30,000!), this space was rented for retail use long beyond the original purchase value. It is absolutely wonderful to see this space reimagined for future community use.

I respectfully request the council dampen any expectations of this facility becoming a revenue generating resource, i.e., no naming rights, no private or commercial uses, and that the future cost of development and operations remains an annually budgeted expense.

And as always, thank you for your public service,

Bridget Carman
2225 Carriage Drive
RHE



STAFF REPORT

DATE: SEPTEMBER 20, 2021

TO: PARK AND ACTIVITIES COMMISSION

FROM: ALEXA DAVIS, ASSISTANT CITY MANAGER
ROSA PINUELAS, COMMUNITY SERVICES SUPERVISOR

SUBJECT: GEORGE F CANYON NATURE CENTER - FUTURE FACILITY USE
CONTINUED DISCUSSION

OVERVIEW

A final conceptual design of a new George F Canyon Nature Center was approved by the City Council along with architect and environmental impact analysis consultant agreements at the July 2021 City Council meeting. The Park and Activities Commission began discussion on possible additional uses for a new Nature Center and should continue the discussion for a recommendation to the City Council, which will be reviewed as part of an environmental impact study.

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gatherings similar to how the City Council Chamber is rented. Limiting the number of people for a gathering provides a level of control to ensure there are minimal impacts to the surrounding community. All activities would be required to go through an approval process and have conditions set based upon defined terms established by the City through the Park and Activities Commission and City Council, as follows:

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FISCAL IMPACT

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PUBLIC OUTREACH

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RECOMMENDATION

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IMPORTANT: I am an authorized representative of the organization submitting this agreement, and the information provided is true and correct. I have read and understand this agreement and agree to all of the guidelines, rules, regulations and conditions of use.

x _____
Signature _____ Print Name _____

Date: _____

FOR CITY USE ONLY	
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**CITY OF ROLLING HILLS ESTATES
GUIDELINES & RULES FOR USE OF THE
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ELIGIBILITY – The Council Chamber facility is for use by Non-Profit Youth, Civic and Service Organizations whose general objective is community enrichment or betterment.

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- ⇒ For MONTHLY MEETINGS applicant may reserve the room for up to three (3) separate times per request but never more than ninety (90) days prior to the last requested date

FEES/INSURANCE:

- The **minimum fee is \$40** for the first two hours. Any additional time after the first two hours shall be paid as \$10 for each half-hour increment. Payment is required along with application submittal.
- A **Security/Cleaning Deposit** of \$250 is required at the time of submittal. The \$250 deposit will be returned only if the Chamber is left in the same condition as before the meeting.
- A **Certificate Of Insurance** naming the City of Rolling Hills Estates (City) as additional insured in an amount not less than \$1,000,000 single limit liability is required and must be on file at the City Hall five working days prior to use.

CONDITIONS OF USE:

Applicant/Organization (Renter) will be responsible for any and all damages and will be required to pay for same based upon current cost of repair or replacement including any staff time incurred. Until payment is received, the City shall have the right to cancel the Renter's current use and reject any further applications to use the facility. Any Renter who fails to abide by established rules and guidelines, exhibits unruly or unlawful behavior, fails to clean up, or fails to cooperate with staff may have their application revoked at any time and be restricted from future facility use.

THE FOLLOWING MUST BE ADHERED TO:

- No food or drinks shall be consumed in the facility. All refuse shall be placed in trash containers and furniture returned to its original location.
- Renter is limited to 30 parking spaces.
- No smoking allowed in the facility.
- Crafts and other activities involving use of glue, paints, etc., are NOT allowed in the facility.
- No animals are allowed in the facility.
- No group shall store or leave behind any supplies, equipment, materials, etc.

- Renter is solely responsible for supervising all individuals while at the Council Chamber facility during the event. The City is not responsible for providing this supervision.
- Tables and chairs must be left in an orderly condition. If tables and chairs are placed outside the facility, they must be returned to the facility before leaving.
- All members of the audience and sponsoring organization must leave the building/premises at the time designated on the application (and in all cases, no later than 10:00 PM).
- At the conclusion of your meeting, please inform the Proctor so that the building can be locked and secured.

LIABILITY

- Renter shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Council Chamber, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.
- Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City's facilities in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City, its officers, employees, and agents as additional insured prior to the rental date of the Council Chamber. Renter shall file certificates of such insurance with the City, which shall be endorsed to provide thirty (30) days notice to the City of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City may deny access to the Council Chamber.
- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Council Chamber facilities to the City Hall Offices, in writing and as soon as practicable.
- Renter waives any right of recovery against the City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "Acts of God" to the City, its officers, employees, or agents.
- Renter waives any right of recovery against the City, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Council Chamber and adjoining property, even if the City, its officers, employees, or agents seek recovery against Renter.
- City reserves the right to cancel the permit at any time (City business supersedes any reservation).

I have read and understand this document and will share with members of the organization these guidelines and requirements. I understand that any violation of the rules may result in denial of the group's future use of the facility.

x _____
Signature

Print Name

Date: _____



CITY OF ROLLING HILLS ESTATES
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
Telephone-(310) 377-1577
Fax-(310) 377-4468
www.RollingHillsEstatesCa.Gov

HOLD HARMLESS AND DEFEND STATEMENT

COUNCIL CHAMBER FACILITY 4045 PALOS VERDES DRIVE NORTH

THE BELOW NAMED COMPANY, GROUP, OR PERSON IS WILLING TO ASSUME LIABILITY AND INDEMNIFY, DEFEND, AND HOLD THE CITY OF ROLLING HILLS ESTATES HARMLESS FROM ANY LOSS, COST OR EXPENSE WHATSOEVER CAUSED BY THE NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF BELOW NAMED COMPANY, GROUP OR PERSON'S OFFICERS, AGENTS, PARTICIPANTS AND EMPLOYEES, OCCURRING WHILE UTILIZING THE ROLLING HILLS ESTATES COUNCIL CHAMBER.

ORGANIZATION

ADDRESS

x

SIGNATURE OF AUTHORIZED AGENT

PRINT NAME OF AUTHORIZED AGENT

DATE