

**Ladera Linda Park Rental/Usage Policies
32201 Forrestal Drive, Rancho Palos Verdes
(310) 544-5370**

Ladera Linda Community Park has several rooms that are available for rent for classes and private events. Outside areas are not available for rent.

Rental Hours

10am-9pm (time includes setup and cleanup) Renters may not enter the premises before 10am and need to vacate the premises by 9pm. Classes are permitted between 8am to 9pm.

Restrictions

Night-time private events (events going past 5pm) are strictly limited to two per month. This restriction does not apply to Peninsula non-profit groups, City or City-sponsored events, or Homeowner Association events.

Indoor Facilities

Multipurpose Room:

- Maximum of 125 people (# to be determined)
- Non-Resident: \$59 per hour
- RPV Resident: \$25 per hour
- Rentals include use of banquet tables (and chairs

Classrooms:

- Includes Use of tables/chairs
- Maximum of 40 people (#to be determined);
- Non-Resident: \$47 per hour
- RPV Resident: \$22 per hour

Peninsula Non-profit groups and Home Owner Associations may contact the Park Supervisor at 310-544-5266 for relevant fees and more information.

Rates Subject to Change

Kitchen Facilities

- Limited kitchen facilities are available as part of rental

Additional Fees

An additional staff fee of **\$18 per hour** will be charged for room rentals scheduled outside the parks normal hours of operation: See Below:

Mon-Friday 12-5 Sat/Sun 10-5

Deposit: A **\$175 security deposit** is required for all room rentals. The deposit will be fully refunded if renter adheres to the hours on the contract, and rental area is cleaned with no damage to the facilities. Refunds check will be mailed approximately six weeks after the event. If renter cancels the event, or changes the rental date once the deposit had been paid, written notice must be received at least 30 days before event date. **All cancellations are subject to a \$50 cancellation fee.** If less than 30 days written notice is received, the entire deposit may be forfeited.

Insurance: Insurance varies with the type of event, whether or not liquor is served and attendance. See below for insurance fees. The City requires a Liability Insurance Certificate and Additional Insured Endorsement page(s) naming the City of Rancho Palos Verdes as an Additional Insured for one million dollars (\$1,000,000) single-limit liability. If alcohol is served at the event, liquor liability coverage naming the City as an additionally insured party is

required. Insurance may also be purchased through the City's vendor.

The following fees apply to insurance purchased through the City's provider:

- For events with attendance of 100 people or less, the basic premium is \$81. If you will be serving liquor, the total premium is \$141.
- For attendance of 101 people or more, the basic premium is \$113. If you will be serving liquor, the total premium is \$173. Certain events such as reunions, dances and corporate events are considered higher risk if alcohol is served. Serving Alcohol at these events requires pre-approval by Staff and insurance company; higher rates may apply.

Fees subject to change

Private Classes

Private instructors can teach classes at Ladera Linda Park. Instructors cannot arrive before 8am and must vacate the premises by 9pm. Classes can be taught in the MPR, classrooms, paddle tennis courts, basketball courts, or outside area. An approved contract and proof of insurance naming the City as an Additionally Insured Party is required. Interested instructors should contact the Department for more details and rates.

Amplified Music

Amplified music (inside only) for rentals may begin at 11:00 am and must end by 8 pm, since the park is located in a residential area in close proximity to homes. No amplified sound is allowed outside of the room being rented. If sound is audible to adjacent residents, Staff will direct renters to

lower the sound. Indoor classes may have amplified music beginning at 9am and ending at 8pm.

Renter Responsibilities

Respect for local residents is essential and will be enforced by Park Staff.

Renters are responsible for all event setup and cleanup within the contracted time rented, including tables, chairs, floors and countertops. Contact Staff about the availability of audio/video equipment. Open flames, confetti, rice or bird seed are not allowed at this site.

Process for reserving a room at Ladera Linda Park

Call the park for availability at 310-544-5370. A completed and approved Facility Use Permit is required.

Payment may be made by personal check or by credit card. If payment is made less than 30 days before rental date, only money orders, cashier's checks, or credit cards will be accepted. Please make all checks payable to: *City of Rancho Palos Verdes*

SPECIAL EVENTS

City-sponsored events will be scheduled on a limited basis, no more than 8/year to minimize impact or overlap with other rentals and adjacent events, particularly on AYSO game days. No nighttime special events will be scheduled without City Council approval and neighborhood notification.

Outdoor Uses

Except for City-sponsored Special events, outdoor rentals are not permitted. Informal outdoor use is allowed on a first-come, first-served basis. Groups larger than 25 are not permitted without prior approval from the Recreation and

Parks Director. Amplified sound, inflatable "bounce" houses, carnival rides, pony rides, generators, canopies, motorized vehicles, and BBQs are not permitted. All other park rules must be followed.

Usage Analysis

Ladera Linda Community Center

Note on Future Use

For many years now, the poor conditions of Ladera Linda's building and the limited park hours have been a significant deterrent to many potential instructors and groups interested in renting the facilities. It is anticipated that newer, more attractive and modern facilities would attract a higher number of classes and potential user groups. These uses would be spread throughout the week, minimizing their overall impact. A reduction in the number of rooms from the current 11 to the currently proposed 3 will also serve as a constraint on the total number of possible classes/uses.

A strict rental policy would encourage renters and instructors during daytime hours, and would severely restrict the type, frequency, and hours of nighttime rentals. Large rental groups would also be restricted from use during AYSO hours to minimize further parking/traffic use. This policy would help maintain the serenity and neighborhood feel of this local community park. Renters interested in having late night weddings, for example, would still have the option of renting at the Point Vicente Interpretive Center or Hesse Park.

This report includes historical usage data for 2015-2017 for Ladera Linda Park

Ladera Linda offers the following amenities, including:

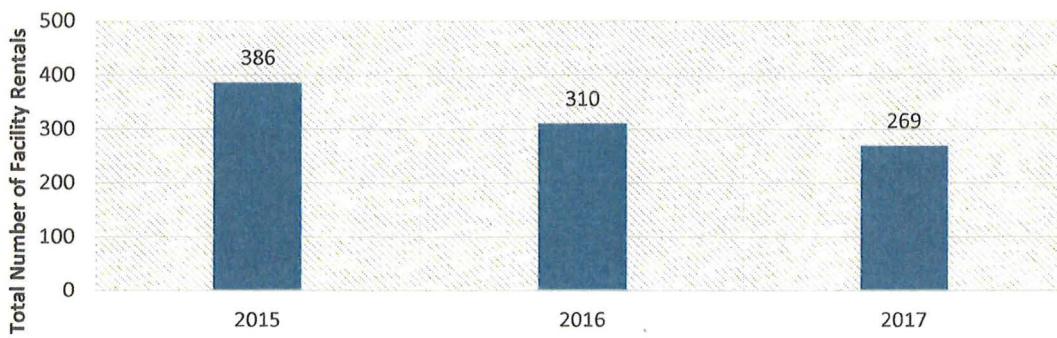
- A community center with one multipurpose room (1,922 SQ Ft) & Multiple classrooms (961 SQ Ft each)
- Paddle tennis courts (2)
- Basketball courts (2)
- Open Field/Play Space
- Two playgrounds
- Exhibit Room (Discovery Room)

Facility Rental Trends, 2015-2017

Three years' worth of LL facility rentals are included for analysis:

- 2017= 269 (January through August data)
- 2016 = 310
- 2015 = 369

LL Annual Rentals (Aggregate)



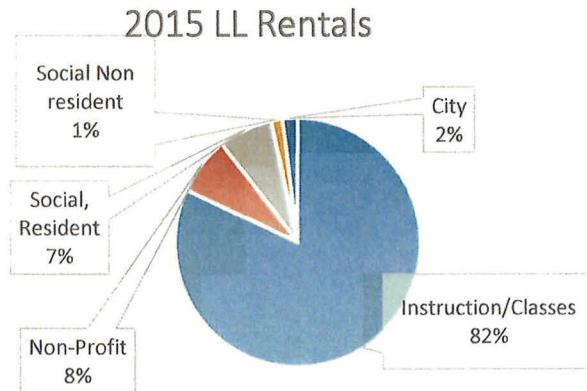
Currently, 2017 is on track for meeting and exceeding 2016 rental numbers.

A closer look at annual LL rentals reveals there are categorical and recurring rentals, including:

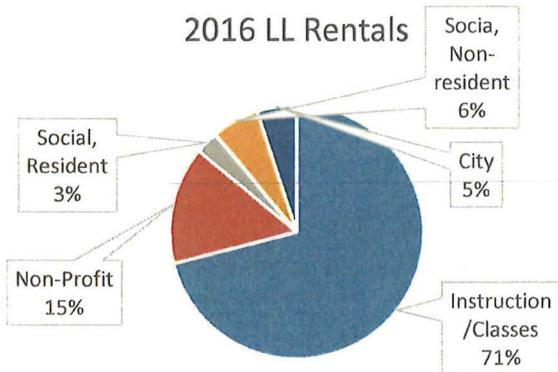
- Instructional/class rental
- Non-profit rental
- City Rental
- Social rental, Resident
- Social rental, Non-resident

2015 = 386 rentals

- 318 instructional/class rentals
- 29 Non-profit rentals
- 8 City rentals
- 27 Social Rentals, Resident
- 4 Social Rentals, Non-resident



2016 LL Rentals



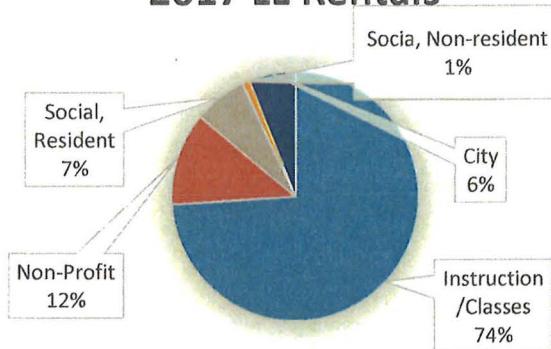
2016 = 310 rentals

- 221 instructional/class rentals
- 45 Non-profit rentals
- 15 City rentals
- 18 Social Rentals, Resident
- 11 Social Rentals, Non-resident

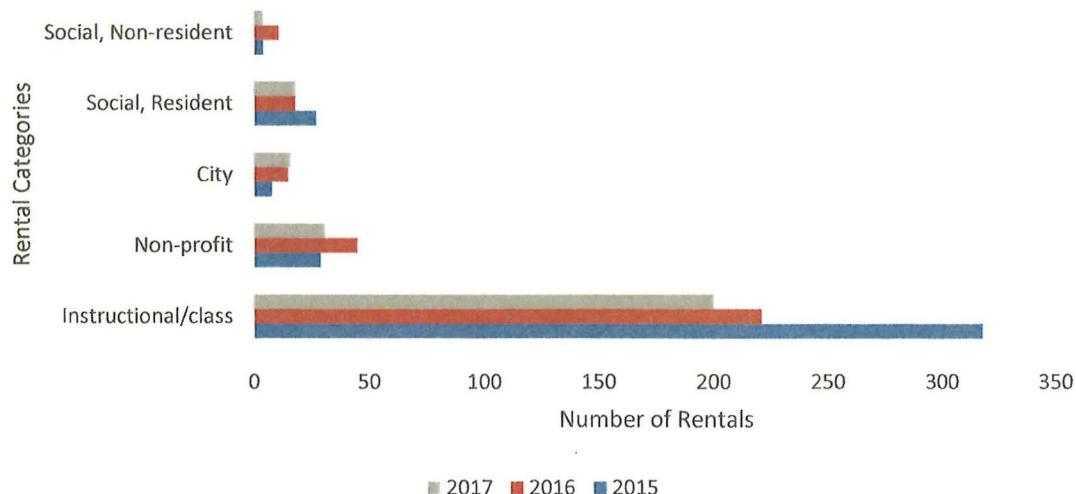
2017 = 269 rentals (through August 31, 2017)

- 200 instructional/class rentals
- 31 Non-profit rentals
- 16 City Rentals
- 18 Social Rentals, Resident
- 4 Social Rentals, Non-resident

2017 LL Rentals



LL Rentals by Category



Data tables indicate instructional/class rentals are the primary type of rental each year at LL. Non-profit rentals account for about 12% of facility rentals, with event rentals by the City of RPV at about 4%. Social rentals from residents account for an average of 6% of rentals, and non-residents at an average of 3% over the past three years.

Outdoor Facilities

The outdoor elements at Ladera Linda (Paddle Tennis courts, playgrounds, basketball courts, grass areas, picnic tables etc...) are all used on an informal drop-in basis. No records of usage levels are available.

Discovery Room

No numbers are available for use of the Discovery Room drop in use.

2017: 853 School tour visitors

Special Events

Trunk or Treat (October)	200 over a four hour period
Egg Hunt	200 over a 1.5 hour period
Kids to Park Day	100 over a 6 hour period
Flutterby Storytime	4-8 (monthly)

Attendance

Historic Programming Trends

Ladera Linda has offered a wide range of programs/classes during its over-30 year existence as a City Park.

- Parent and child developmental classes
- Arts classes
- Dance Classes
- Sports Clinics (basketball, soccer, tennis)
- Education classes for children and adults
- Long term leases (Montessori School, Canyon Verde School)

Future Usage

As mentioned previously, usage will likely rise with the building of a newer facility. The type of events, classes, and programs will closely mirror what has been offered in the past: Daytime classes and programs, City and non-profit meetings, limited special events, and drop-in use of outdoor facilities. Permitted nighttime use, which is already minimal, will be further reduced to minimize wedding receptions, parties and similar events. Available hours for usage will be limited as well.

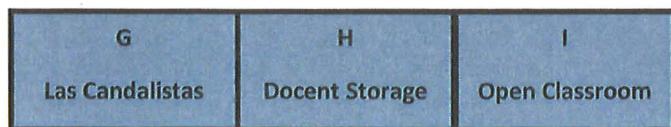
Ladera Linda Current Usage 2017

CLASSES	TIME	WEEKLY	MONTHLY	Quarterly	BI-ANNUAL	ANNUAL	Est Attendance/per event
Concorde After School Program*	3:30pm-4:30pm	WED, FRI					3 to 6
Adult Tap	7:00pm-8:00pm	TUE					5
Tai Chi	3:00pm-4:00pm	WED					5 to 8
Yoga	4:00pm-5:00pm	WED					5 to 8
Tai Chi	11:00am-Noon	SAT					5 to 8
ONGOING MEETINGS/EVENTS							
Port. Bend Community Assn. HOA	7:00pm-9:00pm		MON				12 (40 at annual event)
Port Bend Nursery School Family Fun Day	9am-3pm (April)					X	60-80
Klondike Canyon Landslide Abatement	5:00pm-7:00pm		MON				6
Las Candalistas**	8:00am-Noon (Oct-May)		WED				25
Port. Bend HOA	3:00pm-5:00pm		SAT				12
Delta Sigma Sorority	2:30pm-6:30pm		SUN				25
Las Madrecitas	2:00pm-5:00pm		SUN (Oct-Dec)				40-50
Volunteer Trail Watch Meeting	6:00pm-8:00pm			X			30
Volunteer Trail Watch Trainings						X	2 day training 35
City Meetings: Council/PW/R&P/Special Meeting	varies			X			varies
CERT Training	5-9pm					X	2-day mtg 20-40
National Charity League						X	40-50
Ladera Linda HOA						X	45
Staff Trainings Recreation and Parks						X	45
Staff Trainings YMCA						X	20
Docent Training (in Discovery Room)	12:30-3pm			X			6 to 10
Hikes	varied		X				11 total hikes 60-90 per hike
Elections					X		6-20 volunteers # of voters fluctuate
Girl Scouts						X	40
Flutterby Storytime			FRIDAY				6 to 14
Special Event: Egg Hunt						X	125
Special Event: Trunk or Treat						X	200
Special Event: Kids to Park Day						X	100

Ladera Linda Current Usage

2017

STORAGE FOR COMMUNITY GROUPS	TIME	WEEKLY	MONTHLY	Quarterly	BI-ANNUAL	ANNUAL	Est Attendance/per event
LLHOA: 1 Storage Shed	year round use						na
Las Candalistas: 1 Room	year round use						na
Los Serenos Docents: 1.5 Rooms	year round use						na
ONGOING USE							
Discovery Room	year round use						850 tour visitors drop in visitors unknown
Game Room (Rm. J)	year round use						na
Container (1)-Emergency Operations	year round use						na
Container (2) Public Works	year round use						na
Container (1) Open Space Management	year round use						na
MPR, Classrooms A, E, I, K, L	Year round availability for rentals						na
MISC. USE BY PUBLIC							
Playgrounds (2)	year round use						na
Paddle Tennis Courts (2)	year round use						na
Paddle Tennis Tournaments					X		12 to 16
Lower Field Play Space	year round use						na
Lower Field Basketball Courts	year round use						na
PRIVATE RENTALS	NON-RESIDENT	RESIDENT					
2017 January to August	4	18					varies by event
2016	11	18					varies by event
*Concord class use increases and varies as attendance grows and/or drops. Last spring they ran M-F							
**Las Candalistas meetings can increase based on needs							
***Scout groups vary based on requests and change each school year							



Ladera Linda Building Plan

(Not to scale)

Current Usage/ Lettering of Buildings

