



Rental of Park Facilities for Fitness Classes or Activities

This policy:

- Identifies the specific locations (“Designated Facilities”) within Community Services & Parks properties that can be reserved for fitness classes or activities;
- Defines fitness classes or activities that will be allowed to reserve Designated Facilities;
- Identifies priority for reservation and use of the space; and
- Sets the conditions, rules, and regulations for reserving Designated Facilities to operate a fitness class or activity.

The City Manager or a designee may amend this policy when it is reasonably necessary to give effect to the policy’s intent, purpose, or interpretation.

1. Definition

“Fitness Class or Activity” means low or high physical impact, aerobic or passive exercise designed to shape one’s physique, improve body control, promote physical and mental fitness.

2. Designated Facilities

Fitness Classes or Activities can be held by reservation only at the following Designated Facilities and at the hours available as listed in Appendix A:

Community Services & Parks Department:

- Adult Recreation Center
 - Central Park – Center grass field limited by walking paths
 - Lower Courtyard – East side of Central Park
 - Tai-Chi Garden – Northwest corner of Central Park
- Glendale Sports Complex
 - Field Number 1
 - Field Number 2
 - Field Number 3
 - Field Number 4
 - Field Number 5
 - Small Grass Area (Adjacent Sports Office)
 - Hillside next to Field 5 (Mt. Zabou)
- Maple Park Community Center
 - East Grass Field – near playground and tennis court
 - West Grass Field – near fitness stations
- Pacific Community Center
 - Picnic Shelter Green Space
 - Natural Grass Little League Baseball Field
 - Multi-Use Court (Basketball/Pickleball Court)
- Sparr Heights Community Center
 - South Patio



3. Permit and Insurance

Fitness classes or activities may take place at Designated Facilities when all of the following requirements are met and a Facility Use Permit has been issued:

- A) An application for a Facility Use Permit must be submitted to appropriate staff at the respective Designated Facilities;
- B) General Liability insurance and an Additional Insured Endorsement naming the City of Glendale as additionally insured — meeting the City's requirements — must be submitted, and the City's Risk Manager must approve the insurance certificates;
- C) Full payment for the total balance due for the reservation must be made two weeks prior to the first reservation date;
- D) Applicant must submit policies, procedures, and protocols they will use to operate the class or activity proposed on the application for the Facility Use Permit; and
- E) Permittee must establish a collection and submittal process for any and all paperwork required by the City as a result of the rental.

An applicant must obtain, pay for, and maintain general liability insurance with an Additional Insured Endorsement naming the City of Glendale as additionally insured during the rental. The type of coverages and the minimum coverage amounts are described in a separate document, "*Insurance Requirements for Facility Use Permit*." The City's Risk Manager, who determines the insurance requirements and who reviews/approves insurance submittals, may require more insurance depending on the nature of the class or activity, or the risks involved, or both. The insurance must be on forms acceptable to the Risk Manager.

The Certificate of Insurance and Additional Insured Endorsement must:

- Name the City of Glendale and its officers, agents, employees, and representatives as additional insureds;
- State that it is primary to all other insurance or self-insurance of the City;
- Contain a Separation of Insureds clause; and
- Require that the issuing company will mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage.

An applicant must submit the insurance documents when the applicant submits the permit application to the City.

A Facility Use Permit will not be issued without the Risk Manager's approval of the required insurance certificate(s) and additional insured endorsement(s).

4. Priority of Use

The following prioritization method will be used to issue permits:

- 1) Glendale based "brick and mortar" fitness facility
- 2) Individual or business who rents space to operate a fitness class or activity in Glendale
- 3) Glendale resident who rents spaces outside of Glendale to operate a fitness class or activity



5. Types of Fitness Classes or Activities Allowed and Limitations:

- 1) Cross Fit (battle rope cannot be attached to tree, light post or fence post)
- 2) Yoga
- 3) Aerobics
- 4) Muscle Toning
- 5) Zumba
- 6) Mixed Martial Arts – Non-Contact activities only, no sparring, throwing, grappling etc.

6. Types of Equipment NOT Allowed:

- 1) Elliptical Machines
- 2) Treadmills
- 3) Recumbent Bicycles or Stationary Bicycles
- 4) Benches for free weight exercises
- 5) Machine Weights

Reservation of parks are “as-is” in the condition the facility is currently designed for and in. The permittee must account for transportation of any equipment such as kettle balls or barbells, radio, yoga mat or any other training aid.

The Community Services & Parks Department will not provide storage on site and is not responsible for any items that were left behind.

7. Policy—Violation; Exception

The City may deny a person's, entity's, or organization's subsequent request to use one or more of the Designated Facilities— or any other City building, facility, property, or area— when that person, entity, or organization violated any one or more of this Policy's provisions.

8. Duration of Reservation

Reservations must be completed no less than 48 hours prior to the reservation start date.

The minimum requirement for reservation is 1 hour with an additional 30 minutes for set up and clean up. This will ensure at least 15 minutes of reservation time for set-up before the start of the first class and 15 minutes of reservation time once the class ends for clean-up.

A maximum of 4.5 hours, including set-up and clean-up time, will be allowed per customer per day.

9. Rates

The permittee will be responsible for Designated Facility rental fees from the time the permittee would like to access the facility until the permittee leaves the facility. The permittee will also be responsible for staff fees from the time the permittee would like to access the facility until the permittee leaves the facility, outside of regular business hours. After the class concludes, if the permittee would like to allow class participants to socialize for 15-20 minutes and/or time to clean up, the permittee must rent the facility to the nearest 30 minutes after the class ends.



Community Services & Parks



For example, if the permittee would like to set-up a space at 8:30 a.m. for a class that runs from 9 a.m. – 10 a.m. and needs 20 minutes afterward to clean up, then the permittee must reserve the space from 8:30 a.m. – 10:30 a.m.

In total for the example above, the permittee will request space from 8:30 a.m. to 10:30 a.m. to be able to teach a 1-hour class.

The facility rental fees are in the City's [Citywide Fee Schedule](#) available online and in Appendix A. The staff rate is \$20.00 per hour per space. Reservations are rounded to the nearest quarter hour increment.

10. COVID-19 – Protocols

Permittees must operate classes or activities in accordance to current protocols published by the LA County Department of Public Health for Fitness Centers and Gyms. Class/participant capacity cannot exceed the protocol capacity or the facility capacity, whichever is less.

For example, the protocol capacity allows for 20 people in a Tai-Chi class but the space capacity is 10, then the class capacity cannot exceed 10 participants at any one time.



Appendix A

List of Available Facilities and Hours

Times listed below are when a facility can be rented for use under this policy. There is no guarantee on availability for the listed facility and time based on other facility use and existing reservations.

Facility Name

Adult Recreation Center

Central Park (\$35/hour)
Lower Courtyard (\$60/hour)
Tai-Chi Garden (\$35/hour)

Days

Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday

Times

8:00 a.m. to 7:00 p.m.
8:00 a.m. to 7:00 p.m.
8:00 a.m. to 7:00 p.m.

Glendale Sports Complex

Field Number 1 (\$35/hour)
Field Number 2 (\$35/hour)
Field Number 3 (\$35/hour)
Field Number 4 (\$35/hour)
Field Number 5 (\$35/hour)
Small Grass Area (\$35/hour)
Hillside Next to Field 5 (\$35/hour)

Days

Monday through Sunday
Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday
Monday through Sunday
Monday through Sunday
Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday

Times

8:00 a.m. to 10:00 p.m.
8:00 a.m. to 10:00 p.m.
8:00 a.m. to 10:00 p.m.
8:00 a.m. to 4:00 p.m.
8:00 a.m. to 4:00 p.m.
8:00 a.m. to 8:00 p.m.
8:00 a.m. to 8:00 p.m.

Maple Park

East Grass Field (\$35/hour)
West Grass Field (\$35/hour)

Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday

8:00 a.m. to 7:00 p.m.
8:00 a.m. to 7:00 p.m.

Pacific Park

Picnic Shelter Green Space (\$35/hour)
Little League Ball Field (\$35/hour)
Multi-Use Court (\$35/hour)
Multi-Use Court (\$35/hour)

Tuesday, Thursday, Saturday, Sunday
Tuesday, Thursday, Saturday, Sunday
Tuesday and Thursday
Saturday and Sunday

8:00 a.m. to 7:00 p.m.
8:00 a.m. to 10:00 p.m.
12:00 p.m. to 10:00 p.m.
8:00 a.m. to 10:00 p.m.

Sparr Heights Community Center

South Patio (\$41/hour)

Tuesday, Thursday, Saturday, Sunday

8:00 a.m. to 7:00 p.m.

Facility Contact Information:

Site

Adult Recreation Center
Glendale Sports Complex
Maple Park
Pacific Park
Sparr Heights Community Center

E-mail

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