



CITY OF
LA MESA
JEWEL of the HILLS

PARKS AND RECREATION DEPARTMENT

COMMERCIAL USE OF PUBLIC RECREATIONAL PROPERTY PERMIT APPLICATION

APPLICANT NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

**CITY MAINTAINS FIRST RIGHT OF USAGE AND MAY ALTER TERMS AND/OR
CONDITIONS OF THE PERMIT AT ANY TIME.**

Check Park Site Requested:

☐	Aztec	☐	Briercrest	☐	Collier	☐	Highwood	☐	Jackson	☐	Harry Griffen
☐	Northmont	☐	Porter	☐	Rolando	☐	Sunshine	☐	Sunset	☐	Vista La Mesa
☐	MacArthur	☐	La Mesita	☐		☐		☐		☐	

DAYS & TIMES: _____

TOTAL PARTICIPANTS: _____

BUSINESS NAME AND WEBSITE: _____

ACTIVITY DESCRIPTION: _____

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. Copy of current City of La Mesa Business License
2. Insurance Requirements as outlined in the *Policies, Procedures, and Conditions for Commercial Use of Public Recreational Property* handout.
3. Indemnification and Hold Harmless Agreement
4. Copy of Participant Waivers to include Applicant
5. \$85 Annual Application Fee (Waived if more than 10 hours of use)
6. \$8.50 Hourly Rate

THE APPLICANT DECLARES THAT HE/SHE IS A DESIGNATED REPRESENTATIVE OF THE ORGANIZATION AND HAS THE AUTHORIZATION TO APPLY FOR THIS PERMIT ON BEHALF OF THE ORGANIZATION. THE APPLICANT UNDERSTANDS THAT SUBMISSION OF THIS APPLICATION AUTHORIZES THE CITY TO CONDUCT A BACKGROUND INQUIRY OF THE APPLICANT AND INDIVIDUALS INVOLVED IN THE ACTIVITY. THE UNDERSIGNED DECLARES UNDER THE PENALTY OF PERJURY THAT THE INFORMATION PRESENTED ABOVE, INCLUDING ATTACHMENTS, IS TRUE AND CORRECT.

SUBMITTAL OF APPLICATION DOES NOT CONSTITUTE OR GUARANTEE PERMIT APPROVAL.

APPLICANT AGREES THESE ARE PUBLIC FACILITIES AND A SPECIAL PERMIT DOES NOT GUARANTEE EXCLUSIVE USE OF A PARTICULAR AREA OR CONDITION OF THE FACILITY. PERMIT ONLY AUTHORIZES A LEGAL GATHERING AT THE FACILITY.

Printed Name

Signature

Date

☐

PLEASE CHECK THIS BOX IF YOU ARE INTERESTED IN INCLUDING YOUR CLASS AS A CITY RECREATIONAL PROGRAM



**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
FOR USE OF CITY GROUNDS AND FACILITIES**

In consideration for the use of City grounds and facilities and to the furthest extent allowed by law, Permittee does hereby agree to indemnify, hold harmless and defend the City of La Mesa ("City") and its elected officials, officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Permittee or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the use of City grounds and facilities. Permittee's obligations under the preceding sentence shall apply regardless of whether City or its elected officials, officers, officials, employees, agents or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of City or its officers, officials, employees, agents or volunteers.

Permittee acknowledges the contagious nature of COVID-19 and other communicable diseases and voluntarily assumes the risk that Permittee, its officials, officers, employees, agents, volunteers, or invitees may be exposed to, or infected by COVID-19 in the course of providing contracted services for events held on City grounds or facilities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permittee understands that the risk of becoming exposed to or infected by COVID-19 in the course of providing contracted services for events held on City grounds or facilities may result from the actions, omissions, or negligence of Permittee and others, including, but not limited to, City employees, volunteers, and event participants and their families.

Throughout the life of this Agreement, Permittee shall pay for and maintain in full force and effect all insurance as required in application, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by City Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense at his/her/its sole cost. The fact that insurance is obtained by Permittee shall not be deemed to release or diminish the liability of Permittee, including, without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits do not act as a limitation upon the amount of defense and/or indemnification to be provided by Permittee. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Permittee, its officials, officers, employees, agents, volunteers or invitees.

City shall be reimbursed for all costs and attorney's fees incurred by City in enforcing this Agreement.

This Indemnification and Hold Harmless Agreement shall survive the use of City grounds and facilities.

The undersigned acknowledges that he/she (i) has read and fully understands the content of this Indemnification and Hold Harmless Agreement; (ii) is aware that this is a contract between the City and Permittee; (iii) has had the opportunity to consult with his/her attorney, in his/her discretion; (iv) is fully aware of the legal consequences of signing this document; and (v) is the Permittee or his/her/its authorized signatory.

Signed, sealed and delivered this _____ day of _____ 2025.

Permittee Signature

Witness

Print Name

Print Name

Address

Address

Telephone Number

Telephone Number



**POLICIES, PROCEDURES, AND CONDITIONS FOR COMMERCIAL USE OF
PUBLIC RECREATIONAL PROPERTY**

The purpose of this policy is to establish an effective mechanism for allowing activities or services provided by Commercial Operators (individuals or organizations, including non-profit organizations) who receive a form of payment or other consideration as fee for activities while safeguarding the City's public recreational property and the rights of public recreational property users who access and use these facilities.

Section 9.08.050 of the La Mesa Municipal Code regulates commercial use or professional instruction on public recreational property and all Commercial Operators desiring to conduct activities on public recreational property must obtain a permit. This policy and the procedures established for this application process provide City staff the opportunity to review the Commercial Operator's proposed activities plan for its impacts to the general public's regular use and enjoyment of the facility as well as maintenance and operations of the City's park and recreational facilities. The proposed activities' potential impacts will be reviewed and evaluated on a case-by-case basis and activities determined to create excessive negative impacts may be conditioned or prohibited at the sole and exclusive discretion of City staff.

Permit approvals will be valid for one full year from the date of approval. Permit approval for one year does not guarantee approval for additional years. Applications must be submitted no less than thirty days (30) prior to the date of the first request being made. Within this application process an activity or use is defined as: a class, meeting, demonstration, or similar gathering of a group with a maximum of 25 people, including the instructor, who come together.

Submission of an application indicates the applicant's acceptance of and compliance with all policies, procedures, and conditions of the permit as well as all other laws and regulations pertaining to public recreational properties. In addition to the application, Commercial Operators must submit the following at the time of application:

- Copy of a current City of La Mesa Business License
 - COMMERCIAL GENERAL LIABILITY insurance which shall be at least as broad as the most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability of not less than the following:
 - \$2,000,000 per occurrence
 - \$4,000,000 general aggregate
 - ADDITIONAL INSURED ENDORSEMENT CERTIFICATE
 - WAIVER OF SUBROGATION-On all applicable insurance
 - COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage.
 - WORKERS' COMPENSATION insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 - (If operating youth programming) SEXUAL ABUSE and MOLESTATION (SAM) Liability: If the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
 - PROFESSIONAL LIABILITY (Errors and Omissions) insurance appropriate to Contractor's profession, with limits of liability of \$2,000,000 per claim/occurrence and \$2,000,000 policy aggregate.
- The certificate holder should be stated as:
 - City of La Mesa Attn: Risk Management, 8130 Allison Avenue, La Mesa, CA 91942
- Indemnification and Hold Harmless Agreement For Use of City Grounds and Facilities



- Copy of a participant waiver to be signed by each participant that “indemnifies, defends and holds harmless the City of La Mesa”
- The permit application fee of \$85
- The hourly fee of \$8.50

Completed applications with payment and all required attachments should be submitted to the attention of:

La Mesa Parks and Recreation Department
4975 Memorial Drive
La Mesa CA 91942

All applications for commercial use of public recreational property shall be evaluated on a case-by-case basis. City staff shall consider the following criteria when reviewing and evaluating permit applications and proposed activities:

- Is the proposed use in compliance with all federal, state or local laws, local rules and regulations, and Departmental policies and procedures?
- Is the proposed use a common and customary use of public recreational property or is it not generally recreational in nature?
- Does the proposed use present a substantial risk of having a negative impact on the public health or safety?
- Does the proposed use present a substantial risk of having a negative impact on the public recreational property, other City property, or nearby private property?
- Does the proposed use present a substantial risk of having a negative impact on the public's ability to access or use any public recreational property?
- Does the proposed use present a substantial risk for damage to public recreational property that exceeds the value of the activity being conducted?
- Does the proposed use have the potential for noise, vibration, or glare that will likely cause a substantial nuisance to other public recreational property users, persons traveling on nearby streets, or to residents or occupants of nearby private property?
- Has the applicant made any false or misleading statements on the application or failed or refused to provide relevant information concerning the proposed use?

Permits issued are a privilege, not a right, and may be revoked at any time, for any reason, at the sole and exclusive discretion of the City. A permit holder may not assign their permit to another Commercial Operator (individual or organization).

The City of La Mesa makes no warranties or guarantees as to the suitability or unsuitability of any public recreational property and permit holder accepts the assigned site “as is.”

Public recreational property is intended for shared use by all and permit holders shall not be granted exclusive use of any public recreational property. Permit holders may not deny or restrict access to any public recreational property to the point of hampering other users' enjoyment of the site.

Any City of La Mesa city-sponsored or conducted events, programs, and activities shall have priority over all other requests for use of City public recreational properties.

Permits may contain restrictions such as date and/or time of use, maximum number of participants or attendees, the nature and extent of activities, and other requirements, limitations, or conditions described in this policy or the permit. An approved



permit must be in the possession of the Commercial Operator Permit at all times while conducting their activities on City public recreational property.

Permit holders shall be responsible for conducting all activities in a safe and professional manner and shall ensure that other public recreational property users and neighbors are treated in a courteous and respectful manner. Trash and debris associated with a permit holder's activities must be removed from the use site and the surrounding area must be left in the same condition in which it was found.

Permit holders shall obtain waivers of liability from all participants in their activities. The waivers shall indemnify, defend and hold harmless the City, and its elected and appointed officials, officers, employees, volunteers, and agents from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the permit holder, caused in whole or in part by any negligent act, misconduct or omission of the permit holder, anyone directly or indirectly employed by permit holder or anyone for whose acts any of them may be liable.

Permit holders shall not use amplification equipment, generators, or other electrical equipment, boom boxes, bull horns, or whistles. Permit holders may not generate noise that exceeds the levels as established in Section 10.80.040 of the La Mesa Municipal Code.

Permit holders shall not conduct any activity at any public recreational property Sunday through Saturday prior to 7:00am or after 9:30am or after sundown. Exceptions may be given by the Recreation Supervisor.

Unless specifically identified on the permit, permit holders are prohibited from using any of the following facilities at any public recreational property in the conduct of their activities: athletic fields, playing courts, and playgrounds.

Permit holders must hand carry all equipment into and out of the site. No machinery, canopy, tent, sign, or other equipment shall be attached or secured to any tree, facility or structure, including handrails, fencing, and sign posts. No public recreational property shall be used for storage.

Permit holders and their participants shall not drive motorized vehicles on sidewalks, service pathways, trails, or turf.

The City of La Mesa, in its sole and exclusive discretion, reserves the right to withdraw City public recreational property from availability at any time and suspend or revoke any permits issued. In the event of a permit suspension or revocation for appropriate purposes City staff may suggest an alternative site or provide a pro-rated refund based on time remaining on the permit.

The application processing fee is non-refundable. If a cancellation is requested and the application fee is waived, the total amount of the Application Fee will be withheld.

Cancellation and transfer requests made 15 days or more of the scheduled usage will be subject to a \$10 processing fee. Cancellation and transfer requests are not permitted if made less than 15 days prior to the scheduled usage.

In the event of inclement weather, the Parks and Recreation Department may re-issue the usage with a change of date at no cost.

In the event of any violation of these policies or permit conditions by a permit holder or activity participants the permit may be suspended or revoked without refund of fees or charges and future permit requests may be denied.

Please contact the Department Designee at 619.667.1300 if you have any questions or need additional information regarding this application process.