**Parks, Arts and Recreation Commission**

**AGENDA**
**October 13, 2026**
**6:00 PM**

**City Hall Front Community Room**
**401 E Chapman Ave, Placentia, CA 92870**

**Community Services Department | Phone:**
**(714) 993-8232**
**www.placentia.org**

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## Agenda Materials

Copies of all agenda materials are available online at www.placentia.org and at the City Clerk's Office. For questions regarding any agenda item, please contact the Community Services Department at (714) 993-8232. In compliance with California Government Code § 54957.5, any materials submitted to the majority of the Commission Members after distribution of this agenda that are non-exempt public records will be made available for public inspection at the City Clerk's Office during normal business hours.

## Procedures for Addressing the Commission Members

Public comments are received during the Oral Communications section of the agenda. Members of the public may address the Commission on any agenda item by completing a "Speaker Request Form" indicating the agenda item or subject matter you wish to address and submit it to the recording Secretary before the item is called. All speakers shall observe civility, decorum, and good behavior.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE THE MEETING IS IN SESSION.

## Special Accommodations

In compliance with the Americans with Disabilities Act, if you need accommodations contact the City Clerk's Office at (714) 993-8231. Notification at least 48 hours in advance of the meeting will enable the City to make arrangements to assure accessibility. (28 CFR 35.102.35.104 ADA Title II)

**Parks, Arts and Recreation Commission**
**Regular Meeting Agenda**
**October 13, 2026**
**6:00 p.m.**

## CALL TO ORDER

## ROLL CALL
Chair Montelongo
Commissioner Hunt
Commissioner Queen
Commissioner Shuck
Commissioner Rupard

## PLEDGE OF ALLEGIANCE

## ORAL COMMUNICATIONS
At this time the public is invited to address the Parks Arts and Recreation Commission concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Parks Arts and Recreation Commission.

## COMMISSIONER COMMENTS AND REPORTS
The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Commission member would like formal action on any of the discussed items, it will be placed on a future Commission Agenda.

## 1. ACTION ITEM

**Athletic Facility Rental Guidelines**

## 2. AGENDA

**Approval of Minutes**
It is recommended that the Commission:
Receive and file.

**Monthly Report**
Staff to provide updates on programs, services and projects offered by the Community Services Department.

- CIP Projects
- Athletics/Aquatics
- Special Events/Child Youth Programs
- Seniors/SNAP/NS

- Navigation Center

**3. COMMISSIONER COMMENTS AND REQUESTS**

**4. STAFF COMMENTS**

**5. AGENDA BUILDING AND MEETING SCHEDULE**

**ADJOURNMENT**
The Parks Arts and Recreation Commission adjourns to a Regular Meeting on November 10, at 6:30 p.m.

**CERTIFICATION OF POSTING**
I, Lydie Gutfeld, Director of Community Services for the City of Placentia, hereby certify that the Agenda for October 13, Regular Meeting of the Parks Arts and Recreation Commission was posted on October 8.

*/s/ Lydie Gutfeld*
Director of Community Services

## Athletic Facility Rental Guidelines

This packet provides an overview of the policies, procedures, and guidelines for the general public to rent gymnasiums and athletic fields within the City of Placentia. It is intended to be used in conjunction with the City's Athletic Field Use Policy when applicable. The City offers two (2) gymnasiums and ten (10) athletic fields available for rent, accommodating a variety of events and activities.

**Rentals**

1. Patrons requesting to reserve gymnasiums or athletic fields must fill out the "Athletics Rental Request" form. The rental request form is attached to these guidelines.
2. Submit completed "Athletic Rentel Request" form with these guidelines to:
   a. Email to: ***sports@placentia.org***
   b. Delivered to: Community Services Department (401 E. Chapman Ave. Placentia, CA, 92870) during normal business hours (M-TH 7:30am-6:00pm).
3. Pricing requirements will be based on the nature of your organization and/or programming.
   a. **Gymnasiums**
      i) Resident - $70 per hour
      ii) Non-Profit w/ Residency - $75 per hour
      iii) Non-Profit w/o Residency - $85 per hour
      iv) Non-Resident - $95 per hour
      v) Commercial - $115 per hour
      vi) A refundable deposit of $120 is required for all Gymnasium rentals.
   b. **Athletic Fields**
      i) Starting at $6 per hour*
   c. **Athletic Field Lighting**
      i) All fields - $20 per hour

   *See official City-wide Fee Schedule for complete breakdown of athletic field fees.
4. Proof of residency and/or non-profit status will be required at time of rental request submission.
5. There is a two-hour minimum for all rentals.
   a. Rental requests for less than two hours are only accommodated if the facility is already planned to be open for other programming and space is available.
6. Use time indicated on the permit includes set-up and clean-up.
7. Reservable hours are limited to:
   **a. Tynes Gymnasium**
      i) Monday – Sunday 7:00am-10:00pm
   **b. Oberle Gymnasium**
      i) Monday-Friday 4:00pm-10:00pm
      ii) Saturday-Sunday 7:00am-10:00pm
   **c. Athletic Fields**
      i) Monday – Sunday 8:00am-10:00pm

8. If Request is approved, all fees must be paid in full upon booking the event/ activity.
9. Rental requests are dependent on availability and are accepted as follows:
    a. 3 months to 10 days in advance of requested rental
    b. Rental requests submitted after the above-listed timeframe are accepted on a case-by-case basis and accommodated at the discretion of City staff.

**Permit Cancellation**

1. Any cancellation of permits or any change in hours or conditions indicated on permits must be completed at least fourteen (14) days prior to scheduled usage.
2. When canceling or re-scheduling permits, all requests must be made in writing and submitted by email to **sports@placentia.org** or delivered to the Community Services Department (401 E. Chapman Ave. Placentia, CA, 92870) during normal business hours (M-TH 7:30am-6:00pm). Verbal cancellations will not be accepted.
3. Permits canceled by the permit holder shall be treated as follows:
    a. Cancelations made 30 days or more prior to the event will receive a refund of permit costs minus an administrative fee of $25 or 25% of your total permit cost; whichever is less.
    b. Cancelations made 29-14 days prior to the event will receive a refund of permit costs minus an administrative fee of $50 or 50% of your total permit cost; whichever is less.
    c. Cancelations made 13 days or less prior to the event will forfeit the entire permit fee.*

    *Permit dates may be rescheduled if done within 13 days of the originally scheduled event date, however, rescheduled dates are dependent upon availability and may not be made more than three months in advance.
4. Permits canceled by City may be rescheduled based on availability. Fees paid may be credited to the permit holder's account or fees paid may be refunded in full. In the event of such cancellation by the City, notice shall be given as far in advance of the scheduled usage as possible.
5. The City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made relative to the scheduled usage.

**Holidays and City Special Events**

1. *Permits will not be issued on the following holidays:* New Year's Eve, New Year's Day, President's Day, Easter Sunday, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day, and any observed City-wide holiday closure.
2. Permits will not be issued when the requested use conflicts with a City special event taking place in the requested park space, an adjacent area of the park, or, in some cases, a City-wide special event that impacts park or facility availability.

**Event Supervision**

1. City employees will be assigned to rental activities and shall have complete authority over the facility, all facility equipment, participants, and activities.
2. The permit holder or their designee noted on the permit must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with the assigned City employee when applicable.

**Activity Clean-up Responsibility**

The permit holder is responsible for all set-up and clean-up associated with the rental. All areas used must be returned to the condition in which they were found. Failure to properly clean the facility or field may result in additional fees and/or affect future rental privileges.

**Insurance Requirements (if applicable)**

Based on the type of event and risk of activity, the City of Placentia reserves the right to review any and all of the required insurance policies. Permit holder shall obtain, maintain, and keep in full force and effect the required minimum general liability insurance of $1 million. The certificate must list the City of Placentia as an additional insured and include an endorsement page. City staff will provide an insurance certificate and endorsement page sample to the permit holder via email if an insurance policy is necessary. Required documentation must be provided before the rental is finalized.

**Gymnasium Rules**

1. Use of the gymnasium is limited to the type of activity identified on the approved permit.
2. No food or drink except for water is allowed.
3. No profanity is allowed.
4. No unauthorized equipment, decorations, or installations are permitted.
5. City equipment must be used properly and returned to its designated location.
6. Activities may not damage the gymnasium floor, walls, equipment, or other City property.
7. No hanging on the nets or abuse of the gym equipment.
8. Shirts must be worn and remain on at all times.
9. Only soft sole shoes are permitted and must be worn at all times.
10. Patrons must comply with all posted facility rules and instructions from City staff.

**Athletic fields Rules**

1. Use of the athletic field is limited to the activity identified on the approved permit.
2. Athletic fields may not be used when closed by City staff due to maintenance, weather, unsafe conditions, or other circumstances.
3. Vehicles are not permitted in City parks or on athletic fields unless specifically authorized by written permit.
4. No profanity is allowed.
5. Digging, staking, painting, or installation of equipment requires prior City approval.
6. All trash and personal property must be removed following use.
7. Patrons must comply with all posted facility rules and instructions from City staff.

**In the event that facility policies and/or procedures are violated, City staff have the authority to request changes to the event or in some cases stop the event.**

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*I have read the City of Placentia Athletics Rental Policy in its entirety and understand that noncompliance may result in cancellation of this rental and/or non-return of security deposit fees.*

**Print Name:** **Signature:** **Date:**

## Athletics Rental Request Form

Requested Space (Gym or Field):

Date of Event/ Activity: Expected Attendance:

Event Holder/ Organization/ Sponsor of Event:

Time of Event/ Activity:

Type of Event/ Activity:

Will you bring additional furniture or equipment such as a stage, floor mats, chairs, tables, etc.? YES NO

If YES, please list all items:

Will you be selling any items during your event? YES NO

If YES, please list all items:

**Contact Information**

Full Name: Phone:

Email Address:

Address: City: Zip Code:

Website Address:

Check one:

1. Resident or Non-Resident
2. Resident Non-Profit or Non-Resident Non-Profit
   a. EIN # or attach 501c3 Certificate
3. Commercial

**If you checked number 2 or 3, please complete the following:**

Current Insurance Policy number (attach copy with endorsement page):

Do you currently have a City of Placentia Business License? YES NO

If YES, please provide Business License Number:

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***By signing below, I certify that the information provided above is true and correct.***

**Print Name:** **Signature:** **Date:**

MINUTES
PLACENTIA PARKS, ARTS, AND RECREATION
COMMISSION REGULAR MEETING
September 8, 2026

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**Meeting called to order at 6:04 p.m.**

**ROLL CALL**

Present: Chair Tricia Montelongo, Commissioner Matthew Rupard, Commissioner Maverick Shuck, Commissioner Lilia Queen, Commissioner Brett Hunt

Absent: None

Staff Present: Community Services Supervisor Michelle Khzouz; Administrative Assistant, Daniela Escobedo

**PLEDGE OF ALLEGIANCE** – Daniela Escobedo.

**ORAL COMMUNICATIONS** – None at this time.

**COMMISSIONER COMMENTS AND REPORTS** –
Chair Montelongo inquired about the closure of the pickleball courts on September 20. Admin. Assistant Escobedo confirmed that the courts were closed for a pickleball event that has since been cancelled. She included that there is a Centennial pickleball event set for November 14.

Commissioner Queen asked how the schools would be notified about the closure of the Jaycee Parkette path. Admin. Assistant Escobedo confirmed that she will follow up with Public Works about signage regarding the closed path, as school starts soon.

1. **APPROVAL OF MINUTES**
   Commissioner Shuck **MOTIONED** the approval of the July 14, 2026, meeting minutes. Commissioner Queen **SECONDED** the motion. Motion passes.

2. **MONTHLY REPORT**
   a. **Special Events/Child Youth Programs**
      Supervisor Khzouz provided an update on the summer programs. She reported that the Summer Day Camp program had 186 participants and generated over $40,000 in revenue. Regarding the Concert in the Park series, she noted that the six concerts drew approximately 6,000 attendees, resulting in $4,000 in revenue from vendor fees and a percentage of food truck sales. Symphony Under the Stars saw about 400 attendees, reflecting an increase from last year.

The Los Angeles Sheriff's Department concert is scheduled for September 12, from 6:00 p.m. to 7:30 p.m. at Arroyo Verde.

She also highlighted upcoming events, including the State of the City on November 11 at City Hall and the Centennial Birthday Celebration on December 5.

**b. Athletics/Aquatics**

Admin. Assistant Escobedo stated that there was a total of 399 participants in the Learn to Swim program this summer, with revenue of $37,000. She mentioned that the Summer Day Camp spent two days out of the week at the Gomez Pool, as well as the Let's Swim event for the City's adaptive community.

She stated that Fall field allocations have begun with athletic user groups, adding that AYSO Soccer will hold its opening ceremony on September 10 at Champions Sports Complex. She also informed the Committee that the Placentia Pony 13U All-Star team won the 2026 World Series.

Admin. Assistant Escobedo shared that the joint use agreement and Athletic Rental Policy with PYLUSD are currently under review. She will confirm with the Commission Hunt if the Committee will review the new rental policy before it goes to the City Council.

Admin. Assistant Escobedo informed the Committee that the Tynes Gym will be under renovation from November 2 to January 10. The plans include new flooring with striping to include basketball, volleyball, and pickleball, as well as new paint, ceiling, netting, and lighting. She announced that Public Works has taken over all irrigation responsibilities from BrightView and will now oversee maintenance for all City parks and fields.

**c. Senior Center/SNAP/NS**

Admin. Assistant Escobedo announced that the Senior Grocery Program has moved over to the Backs Building. She informed the Commission that the Senior Center recently concluded its weeklong Summer Day Camp; Chair Montelongo added that the event was a success. The Senior Center is also preparing for the Homecoming Dance on September 18 at the Backs Building.

She highlighted the programs offered through Neighborhood Services, including the Food Distribution program held on the first and third Tuesday of each month, and free Zumba classes on Mondays and Wednesdays at the Whitten Center. In partnership with the Placentia Library, English as a Second Language (ESL) classes are also available at the Whitten Center on Wednesdays and Thursdays at 9:30 a.m. She also noted that the department

is preparing for upcoming seasonal events, including the Thanksgiving Distribution and Food Drive and the Community Christmas Program.

**d. CIP Projects**

Supervisor Khzouz mentioned that the Aguirre Building and the kitchen at the Whitten Center are currently being remodeled.

**3. Commissioner Comments and Requests**

Chair Montelongo inquired about any updates regarding the Sidewalk Repair Project. Supervisor Khzouz informed her that the project is in progress, noting that once the Tynes Gym renovation begins, sidewalk repairs will start at Tuffree and throughout the City.

**4. Staff Comments**

None at this time.

**5. Agenda Building and Meeting Schedule**

None at this time.

**ADJOURNMENT**

There being no further business, Chair Montelongo **MOTIONED** to adjourn to the next regular meeting on Tuesday, October 13, at 6:30 p.m. The regular meeting will be held in person. The motion was **SECONDED** by Commissioner Shuck. Motion carried**.** Meeting adjourned on June 9, 2026, at 6:29 p.m.