



## CSP RULES & REGULATIONS

City of Glendale Community Services & Parks (CSP) welcomes and encourages the use of City parks and facilities as resources for social, educational, leisure and recreational uses. Parks facilities accommodate a wide variety of activities with requirements varying from serene, contemplative natural park settings to noisy playgrounds and sports fields. Each CSP facility is designed for particular uses and intended for the benefit and use of the general public in accordance with that design. Patrons whose conduct or behavior is disruptive or incompatible with the intended purpose of a park or facility prevent others from enjoying and using the park or facility.

Generally, parks are open and available for public use between the hours of 7:00 a.m. and 10:00 p.m. unless otherwise posted. The trails are open and available for public use between the hours of 6:00 a.m. and one hour after sunset. Parks that have trails will be open at 6:00 a.m. to allow access to the trails.

Parks and recreation facilities are generally available on a first-come-first-serve basis, unless the park or facility allows for reservations and the park or facility has been reserved through the permitting process.

The hours of operation may differ from the hours of reservation, please check CSP's website for the hours of operation.

Parks, buildings, & facilities may be reserved for use with a permit seven (7) days per week between the hours of:

Parks	6:00 a.m. – 10:00 p.m. Monday - Sunday
Community Buildings & Facilities:	8:00 a.m. – 10:00 p.m. Monday- Sunday
Civic Auditorium:	5:00 a.m. – 12:00 a.m. Monday- Sunday
Community Centers:	6:00 a.m. – 10:00 p.m. Monday-Thursday
	6:00 a.m. – 12:00 a.m. Friday–Sunday

The hours of use may be extended with prior approval by the Director, but to an end time no later than 2 a.m.

CSP issued permits - Facility Permit Agreements (FPA) - are required to reserve designated parks, picnic areas, sports courts, athletic fields, facilities and buildings, regardless of the number of persons in the group (list of facilities is available at the Customer Service Office). An application must be submitted to CSP to reserve a CSP facility, when applicable. Permits are only valid for the time(s) and date(s) specified on the permit. A person or persons representing companies, groups or organizations signing FPAs will be held responsible for complying with all the terms and conditions of the FPA. All permits are given for the sole use of the permittee and permits cannot be sublet or transferred to any other individual, corporation, or organization.

Groups and individuals without reservations may be asked to relocate when using a facility that has been reserved. The permittee must observe established occupancy limits for parks and facilities. The City reserves the right to modify or revoke FPAs due to unforeseen circumstances. CSP facility reservations and information are available through the CSP Department. Parks and facilities must be clean and free

of trash and debris at the conclusion of the reservation, or the permittee's security and cleaning deposit may be partially or fully forfeited.

For Special Events, applicants must apply for a permit through the City Clerk's Office (GMC 9.20.040 and 5.96). Special Events include, but are not limited to parades, carnivals, farmers markets, block parties, parking lot sales, and various civic events.

CSP issued permits, FPAs, are required for any group of twenty (20) or more persons participating in an organized event or activity (i.e. birthday parties, weddings, retreats, field trips, picnics, etc.) at any CSP facility. An FPA is required for any group of six (6) or more persons engaging in any organized athletic activity (i.e. football, soccer, baseball, and softball), active sports, or recreation activity upon any athletic field or open turf.

Park areas or facilities may be closed to public entry during inclement weather conditions, emergencies, or for protection of facilities, public safety or wildlife management purposes. Restrictions will be posted.

Barbecuing is allowed only in City provided grills. Portable grills (gas or coal) are allowed at the park if there is an existing barbecue grill and must be used in designated picnic areas. Hot coals must only be discarded in hot coal containers.

Alcohol is not allowed at parks or CSP facilities unless an Alcohol Permit is issued by the City. Refer to the Alcohol Policy for details.

Food trucks and food carts are not allowed at parks or CSP facilities unless a FPA is obtained. Appropriate insurance will be required prior to approval. The food truck or food cart must be parked in the area specified on the FPA. If the park does not allow for vehicle access, the truck or cart must stay in the parking lot or street as designated on the FPA.

The Rules & Regulations are designed to: ensure the safety and respect of all people, ensure the ground's maintenance, protect Community Services & Parks' property, and create an environment that encourages use of the parks and facilities for the purpose for which it was designed.

A patron whose activity, conduct, or behavior is incompatible and inconsistent with CSP's proper use or safe operation will be required to leave the CSP facility and grounds.<sup>1</sup>

The Director may exclude a "problem patron"— a patron who allegedly has violated a CSP Rule— and suspend the patron's CSP privileges. The Director delegates to CSP supervisors— and by extension,

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<sup>1</sup> CSP "facilities":

- (1) Means parks, open space, community centers, playgrounds, community buildings, employment and training center, pool, wading pools, trails, sports fields, the land surrounding the buildings up to a sidewalk or up to the outer boundaries of a parking lot; and
- (2) Includes the parking lot, driveways, walkways, entry or plaza areas, alcoves, benches or sitting areas, landscaped or planted areas, unpaved areas, bicycle racks, stairs, vending machines, and a loading dock area.

any CSP staff member— and Glendale Police Department (GPD) officers the authority to take the same action against a problem patron.

See the Enforcement of Rules & Regulations document for the details on CSP’s suspension policy and progressive discipline for violation of the Rules & Regulations.

**The following conduct, behavior, and acts are prohibited:**

**1. Level 1 Offense**

*INCLUDED, BUT NOT LIMITED TO:*

- a. Loud, boisterous, disruptive, or unsafe behavior that:
  - (1) Disturbs, or can be reasonably expected to disturb, other patrons;
  - (2) Interferes with or hinders patrons’ or CSP staff’s safety, use, comfort, or quiet and peaceful enjoyment of CSP grounds; or
  - (3) Interferes with or hinders CSP staff’s performance of their duties, or the operations of the CSP facility.

*Examples include, but are not limited to:*

- (A) Obstructing an entrance, exit, passageway, or an access point to the CSP facility.
  - (B) Preventing or impeding another patron or CSP staff from entering, exiting, or using CSP grounds.
  - (C) Running, climbing, pushing, shoving, or wrestling.
  - (D) Throwing an object.
  - (E) Discarding trash or debris in a place other than in a trash receptacle.
  - (F) Singing, or playing a musical instrument, or both, inside buildings, except as part of an event or program authorized by the CSP Administration.
  - (G) Operating or using a cell phone, audio equipment, headphones, personal electronic or entertainment equipment, or another device at a volume that other patrons can hear.<sup>2</sup>
  - (H) Use of loudspeaker or sound-amplifying equipment without first filing an amplified sound registration statement and obtaining approval thereof.
  - (I) Spitting.
- b. Bringing an animal onto:
    - (1) Athletic Fields or Sports / Recreational Courts, except:
      - (A) A service animal<sup>3</sup> to aid a person with a disability and to enable the person to participate in the sport or activity; or

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<sup>2</sup> Audio equipment may be used with headphones if it does not disturb others. Cell phones must be placed on vibrate, mute, or silent mode. Cell phone conversations must be conducted quietly in areas that are the least disruptive to other people. Some CSP areas may be designated as cell phone free zones.

<sup>3</sup> “Service animal” means:

(2) Under federal law: “[A]ny dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” [28 C.F.R. §36.104.]

- (B) When CSP has posted a sign allowing animals.
- (2) CSP grounds or into CSP buildings, except:
  - (A) A dog on a leash;
  - (B) A service animal<sup>4</sup> to aid a person with a disability;
  - (C) An animal for a CSP-sponsored program; or
  - (D) When CSP has posted a sign allowing animals.
- c. Failing to remove and properly dispose of dog defecation from CSP grounds.<sup>5</sup>
- d. Consuming food, or an open beverage, or both inside buildings, except in designated areas & authorized by staff. *A non-alcoholic beverage in a covered container and small snack food may be consumed in the buildings, except in a designated zone, with a posted sign, where food and beverage is prohibited.*
- e. Sleeping in excess of thirty (30) minutes, with exception of children under 4 years of age.
- f. Placing feet on a table, chair, or against a wall.
- g. “Overcrowding”<sup>6</sup> in a seating area.

- (3) Under California law: “[A]ny dog individually trained to the requirements of the individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.” [Cal. Civil Code §54.1(b)(6)(C)(iii).]

In addition to trained dogs, federal regulations state that miniature horses must be allowed as service animals under the Americans with Disabilities Act (ADA), if the miniature horse is individually trained to benefit an individual with a disability and if the public facility (the CSP) can reasonably accommodate a miniature horse. [28 C.F.R. §36.302(c)(9)(i).]

To determine whether CSP can accommodate a miniature horse, CSP must consider several factors, including: whether the miniature horse is housebroken and under the owner’s control; its size, type, and weight; and whether the miniature horse’s presence otherwise compromises legitimate safety requirements, poses a direct threat, or fundamentally alters the CSP’s programs, services, or activities. [28 C.F.R. §36.302(c)(9)(ii).]

When it is not obvious what service a dog provides, only limited inquiries are allowed. Staff may ask two questions:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

<sup>4</sup> See previous Footnote No. 3.

<sup>5</sup> Glendale Municipal Code (GMC) Section 6.08.010 states:

- A. Any person owning, possessing, harboring or having the care, charge, control or custody of any dog shall immediately remove and thereafter dispose of any fecal matter deposited by such dog on public or private property without the consent of the owner or person in lawful possession of such property. For the purpose of this section, dog fecal matter shall be immediately removed by placing such matter in a closed or sealed container and thereafter disposing of it by depositing such matter in a trash receptacle, sanitary disposal unit or other closed or sealed container.
- B. This section shall not apply to blind persons accompanied by a dog used for their assistance.

<sup>6</sup> “Overcrowding”:

- (1) Means:
  - (a) More people than seats provided or available per table or bench;
  - (b) More than 1 person per chair; or
  - (c) More than 2 people per computer workstation.
- (2) Does not include a patron with an accompanying infant under than 3 years of age.

- h. Leaving or storing “excessive baggage”<sup>7</sup> in the CSP building.
- i. Leaving a personal belonging unattended<sup>8</sup>— or storing it— on CSP grounds, or within 20 feet of an entrance, exit, or door to the CSP facility.<sup>9</sup>
- j. Nighttime camping.<sup>10</sup>
- k. Feeding animals, feral or wild.
- l. Preventing, impeding, or obstructing another patron or CSP staff from entering or exiting the building, or using CSP material, equipment, or facilities.

*Examples include, but are not limited to:*

- (1) Placing one or more personal belongings on a seat, or table not being used by the owner.
- (2) Lying on the floor or furniture
- (3) Blocking a passageway, aisle, room, entrance, or exit.

- m. Rearranging and moving furniture to a different part of the building.
- n. Unauthorized use of electrical outlets inside buildings and out in the parks. *Use of electrical outlets is restricted to CSP-owned equipment and other patron-owned devices for the purpose of learning, reading, writing, studying, thinking, listening, viewing, and obtaining*

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<sup>7</sup> “Excessive baggage”:

- (1) Means an item, or collection of items, carried by one person that exceeds 28 inches x 22 inches x 14 inches in size.
- (2) Includes, but is not limited to: a sleeping bag, bedroll, mat or blanket, luggage, camping or outdoors backpack, trash bag, container, box, package, or shopping cart.
- (3) Does not include an item measuring less than 28 inches x 22 inches x 14 inches, such as: a school or book backpack, book bag, briefcase, purse, or laptop computer.

<sup>8</sup> CSP is not responsible or liable for a lost, damaged, or stolen personal item. CSP does not provide storage for personal property. If a patron needs to leave a table or area for any amount of time, the patron must take all belongings with him or her.

If CSP staff observes an unattended personal item, CSP staff will follow the CSP’s procedures for removal, storage, and disposal of personal property stored on City property.

**However, if an “unattended” or “unclaimed” personal item poses an immediate risk or imminent threat to the health, safety, security, or welfare of patrons, or CSP staff, or both, one or more City representatives may *immediately* remove and dispose of the item at any time.**

<sup>9</sup> The 20 foot distance is a security and safety buffer zone.

<sup>10</sup> GMC Chapter 9.28 prohibits camping during *nighttime*— the period of time between sunset and sunrise. On CSP facilities a patron cannot:

- (1) Sleep overnight;
- (2) Lay down bedding;
- (3) Store personal belongings (blankets, sheets, luggage, backpacks, kitchen utensils, cookware);
- (4) Erect, maintain, or occupy any structure with natural or artificial material (including a building or a tent);
- (5) Make a fire;
- (6) Regularly cook meals;
- (7) Live in a parked trailer, camper shell, motor home, or any motor vehicle, as defined by the California Vehicle Code; or
- (8) Set up or use camp paraphernalia.

*information.*

- o. Entering the CSP facility or remaining in the facility without wearing outer clothing, except at the aquatic facilities<sup>11</sup>, including:
  - (1) A shirt or other covering of the upper body;
  - (2) Pants, shorts, skirt or other covering of the lower body; and
  - (3) Shoes or other footwear.
- p. Leaving a minor under the age of eight (8) years unattended at any time during a CSP visit.
- q. Filming or photographing without a permit (FPA) or permission of the CSP Administration.
- r. Loitering.<sup>12</sup>
- s. Behavior directed at another person, group, or CSP staff that a reasonable park user or a reasonable CSP staff member would find to be harassing, annoying, or disrupting.
 

*Examples include, but are not limited to:*

  - (1) Staring at another person.
  - (2) Following another person about the park grounds or inside the facilities.
  - (3) Yelling at a patron or staff.
  - (4) Eavesdropping on another person or invading that person's privacy.
- t. Use of skateboard, rollerblade, roller skate, scooter, or any skating or coasting device as defined in GMC 10.64.080, unless the area is designated and posted for this purpose.
- u. Engaging in commercial<sup>13</sup> activity, except at a City sponsored event or with a Facility Permit Agreement.
- v. Use of amusement devices, including but not limited to trampolines, dunk tanks, moon bounces, and jumpers, unless approved by CSP through a Facility Permit Agreement.
- w. Use of metal detectors, unless approved by CSP with a Facility Permit Agreement.
- x. Littering.
- y. Dumping.
- z. Ground fires.
- aa. Use of petting zoos, unless permitted as a Special Event through a Facility Permit Agreement.
- bb. Para-gliding, hang gliding, parachute jumping or tight-rope, unless approved by CSP with a Facility Permit Agreement.
- cc. Use of motorized and remote control vehicles, toys, drones and airplanes, unless approved by CSP with a Facility Permit Agreement.
- dd. Golfing, driving, putting except upon grounds of a golf course, and then is subject to said

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<sup>11</sup> Aquatic Facility Dress Code:

- 1. All swimmers must wear a swimsuit.
- 2. All children requiring diapers must wear proper swim diapers.
- 3. No regular diapers, street clothes, cut-offs, or t-shirts are allowed in the pool.

<sup>12</sup> "Loitering" means a patron who lingers, stays, delays, prowls, or wanders the CSP premises without a lawful purpose for being on the CSP's property, but whose *intent and purpose is to commit a crime if the opportunity arises* [California Penal Code §647(h)].

<sup>13</sup> Commercial activity means any activity where a fee is charged for a product or service, whether or not any money is exchanged on site.

facilities rules and regulation.

- ee. Disobeying a posted sign, notice, or instruction of the City which:
  - (1) Is located in, upon or at a park, trail, building, or recreational facility, and
  - (2) Relates to the use of—or the conduct allowed or prohibited in, upon, or at – a CSP facility.
- ff. Failing or refusing to follow, or comply with, a lawful order or direction of an employee, official, or representative of the City concerning the use of – or the conduct allowed or prohibited in, upon, or at – a CSP facility.
- gg. Violating a CSP rule, policy, or procedure regarding 1) the use of CSP facilities or equipment, and 2) participation in CSP’s programs/activities.

## 2. Level 2 Offense

*INCLUDED, BUT NOT LIMITED TO:*

- a. Behavior directed at another person, group, or CSP staff that a reasonable park user or a reasonable CSP staff member would find threatening.

*Examples include, but are not limited to:*

- (1) Yelling at a patron or staff in a manner which a reasonable person would find threatening.
- b. “Smoking”<sup>14</sup> anywhere on or in CSP facilities.
- c. Soliciting, asking, or begging in an aggressive manner.<sup>15</sup>
- d. Misusing a restroom, including using it for laundering, bathing, shaving, or hair

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<sup>14</sup> “Smoking” has the same meaning as that term is defined in GMC Section 8.52.030, and CSP strictly enforces the provisions of GMC Chapter 8.52, or any successor legislation.

Smoking is prohibited in, and within a distance of 20 feet from:

- A city park [GMC Section 8.52.040(A)(1)(b)].
- A city recreational facility [GMC Section 8.52.040(A)(1)(b)].
- A city parking lot [Section 8.52.040(A)(1)(e); 8.52.040(A)(2)(a)(ii)].

Smoking is prohibited within a distance of 20 feet from the “property line” [which is defined in GMC Section 8.52.030] of:

- A city park [GMC Section 8.52.040(A)(2)(b)(i)].
- A city recreational facility [GMC Section 8.52.040(A)(2)(b)(ii)].
- A city golf course [GMC Section 8.52.040(A)(2)(b)(iii)].

Although smoking is allowed on a street or sidewalk [GMC Section 8.52.110(I)], a person cannot smoke on a sidewalk, if the sidewalk is located within:

- 20 feet from a prohibited area or location listed in GMC Section 8.52.040(A)— i.e., a city park or recreational facility.
- 25 feet from a tot lot or playground.

<sup>15</sup> “Soliciting, asking, or begging in an aggressive manner” has the same meaning as the term “solicit, ask or beg in an aggressive manner,” which is defined in GMC Section 9.18.020, and CSP strictly enforces the provisions of GMC Chapter 9.18, or any successor legislation.

- styling/cutting/shampooing.
- e. Misusing CSP material, equipment, furniture, facilities, or property.
  - f. Having bodily hygiene or emanating bodily odor that is so offensive as to constitute a nuisance to other patrons, or CSP staff, or both.
  - g. Wading, swimming or bathing in a decorative fountain.
  - h. Knowingly entering a non-public area of the premises.<sup>16</sup>
  - i. Engaging in:
    - (1) Verbal abuse of another patron or CSP staff.

### 3. **Level 3 Offense**

*INCLUDED, BUT NOT LIMITED TO:*

- a. Being in a state of intoxication or under the influence of: an alcoholic beverage, illegal drug, controlled substance, or another substance.
- b. Committing theft of CSP material, equipment, or property.<sup>17</sup>
- c. Throwing an object at another patron or CSP staff.
- d. Gambling.
- e. Trespassing.<sup>18</sup>
- f. Viewing:
  - (1) Obscene matter, as defined in California Penal Code Section 311, or any successor legislation;
  - (2) Harmful matter for minors, as defined in California Penal Code Section 313, or any successor legislation.
  - (3) Child pornography, as defined in California Penal Code Section 311.1(a) or 311.2(b), or any successor legislation.

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<sup>16</sup> This conduct may constitute loitering (See Footnote No. 11) or trespass (See Footnote No. 17).

<sup>17</sup> To prevent unauthorized removal of CSP material, equipment, or property— or to ensure the health and safety of other patrons and CSP staff— CSP reserves the right to inspect an individual’s personal belonging (including, but not limited to: a backpack, bag, briefcase, or purse), based upon:

- (1) Reasonable suspicion that the individual’s personal belonging contains:
  - (a) CSP material, equipment, or property, that have not been properly checked out; or
  - (b) One or more items in violation of CSP policy or the law.

<sup>18</sup> “Trespassing” means the act of entering or remaining on CSP premises after having been notified to leave, to not enter, or to not return for a period of time. Under GMC Section 9.20.070.E, a trespass occurs when a person enters, returns to, or remains on CSP premises:

- (1) After having been notified (verbally or in writing) to leave— or to not enter, or to not return— by CSP staff, security guard, police officer, or another City representative, because that person has violated one or more:
  - (a) CSP Rules;
  - (b) GMC provisions; or
  - (c) Federal, state, or local laws.
- (2) During the period in which an individual has been issued or given:
  - (a) A verbal notice that the patron is excluded from the CSP premises for 1 day; or
  - (b) A “Notice of Exclusion from CSP & Suspension of CSP Privileges” for 1 day, 30 days, 6 months, or 1 year.



#### 4. **Level 4 Offense**

*INCLUDED, BUT NOT LIMITED TO:*

- a. Threatening to commit an assault, battery, physical harm, or bodily injury against an individual or group of individuals.
- b. Selling, distributing, consuming, or possessing an alcoholic beverage, except as part of an event or program authorized and permitted by CSP Administration.
- c. Destroying, damaging, or defacing, CSP material, equipment, furniture, facilities, or property.

*Examples include, but are not limited to:*

- (1) Writing in, highlighting, or annotating CSP material.
  - (2) Defacing, cutting, tearing, and removing one or more pages, or parts of pages, from CSP material.
  - (3) Misusing, altering, or tampering with CSP technological hardware, or software, or both.
  - (4) Carving an initial, word, symbol, or picture into a surface or furniture covering.
  - (5) Applying graffiti.
  - (6) Vandalizing equipment and property.
  - (7) Stuffing or clogging a toilet, sink, or pipe.
- d. Possessing, igniting, or using a substance, material, or device that is hazardous, combustible, flammable, or explosive.
  - e. Depositing, by means of urination or defecation, “human waste material”<sup>19</sup> in any area of the CSP facility other than in a toilet or other receptacle designed for such waste.
  - f. Attempting to commit an act that constitutes a misdemeanor or felony under federal, state, or local law, unless otherwise stated elsewhere in the CSP Rules & Regulations.

#### 5. **Level 5 Offense**

*INCLUDED, BUT NOT LIMITED TO:*

- a. Committing an assault, battery, physical harm, or bodily injury against an individual or group of individuals.
- b. Possessing, carrying, displaying, or using a weapon, firearm, or ammunition, except as allowed by law.<sup>20</sup>
- c. Selling, distributing, using, or possessing an illegal drug or controlled substance.
- d. Engaging in:
  - (1) Exhibitionism<sup>21</sup>;

<sup>19</sup> “Human waste material,” which is defined in GMC Section 9.20.120.B, means human urine or human fecal matter discharged from the body. CSP strictly enforces Section 9.20.120, or any successor legislation.

<sup>20</sup> GMC Section 9.25.040 prohibits a person from possessing or selling a firearm— loaded or unloaded— and ammunition on City property. GMC Section 9.25.050 lists a number of exceptions to Section 9.25.040, describing when a person may lawfully possess a weapon and ammunition on City property. Refer to Section 9.25.050 for the applicable exceptions.

<sup>21</sup> “Exhibitionism” means the act of exposing one’s genitals or sexual organs (“private parts”) to a stranger. Colloquially it is known as “flashing.” Legally it is referred to as “indecent exposure.” Under California Penal Code §314, a person who willfully and lewdly exposes his genitals in any public place or in the presence of another person or persons who might be offended or annoyed by his action is guilty of a misdemeanor.

- (2) Voyeurism<sup>22</sup>;
  - (3) Sexual act or behavior;
  - (4) Lewd and lascivious conduct; or
  - (5) Physical or sexual abuse of another patron or CSP staff.
- e. Loitering by an adult to engage anyone under eighteen (18) years of age in unlawful or illegal conduct.
  - f. Committing an act that constitutes a misdemeanor or felony under federal, state, or local law, unless otherwise stated elsewhere in the CSP Rules & Regulations.
  - g. Hunting animals in any form (i.e. firearms, bow and arrow, falconry, knife, etc.)

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<sup>22</sup> “Voyeurism” means the act of spying on another person who is engaged in activity usually considered to be of a private nature, such as going to the bathroom, undressing, or sexual relations. Under California Penal Code §647(j)(1), a person who— with the intent of invading a person’s privacy— views through a visible “opening” or with an instrument (such as a concealed camera or binoculars) any place in which that person has a reasonable expectation of privacy (such as a bathroom or dressing room) is guilty of a misdemeanor.