APPENDIX F
CITY OF PASADENA
PARK EQUIPMENT STORAGE FACILITY POLICY

I. INTRODUCTION

A. Equipment Storage Facilities

Equipment storage facilities that are located on City parkland, afford park user groups the ability to maintain sports equipment at their location of play. The proximity of athletic equipment and playing fields facilitates the coordination of team practices and games. However, storage facilities introduce an object that has the potential to adversely impact various aspects of a park environment. The City has developed this policy to establish a procedure to mitigate the impacts caused by equipment storage facilities located in and around parkland.

II. OBJECTIVES

The City of Pasadena has developed this policy to ensure that:

- Storage facilities located on parkland are in compliance with the Municipal Code;
- Each storage facility is aesthetically consistent with its surrounding environment;
- The use of storage facilities is kept within seasonal limits;
- The location of each storage facility does not hinder or otherwise interfere with City maintenance operations.
- The City has information pertaining to the owner of each storage facility and the contents contained therein.

III. APPLICATIONS FOR STORAGE FACILITIES ON PARKLAND

Whether requesting use of parkland for a storage facility, or requesting the expansion and/or use of an existing city-owned storage facility, applications may be obtained from the Human Services and Recreation Department's Park Reservation Desk[1] when applying for field use permits. Applications must describe the articles that are proposed for storage, and must indicate the proposed size, the proposed location, and the duration of storage.

[1] Park Reservation/Permit Desk is located at 175 N. Garfield Ave and may be contacted at (626) 744-7195

A. Requesting Use of Parkland For a Storage Facility

Parks user groups wishing to request use of parkland for ***their*** storage facility on parkland may submit a completed application to the Human Services and Recreation Department's Park Reservation Desk. Parks Staff will review applications requesting the use of parkland for a storage facility and either approve or deny them based upon this policy. Applicants receiving approval will be sent a copy of the approved application along with staff's comments to ensure an understanding of the terms of use. Unsuccessful applications will be returned to the applicant.

B. Requesting Use or Expansion of An Existing Storage Facility on Parkland

Parks user groups wishing to use or expand an existing ***city-owned*** storage facility on parkland may submit an application for use to the Human Services and Recreation Department's Park Reservation Desk. Applications for the expansion of a city-owned facility will be brought to the Recreation and Parks Commission and may be included in the City's Capital Improvement Program. Successful applicants will be required to pay for the costs of expansion.

IV. SEASONAL LIMITS OF USE

Storage facilities that are utilized throughout multiple seasons may be permitted to remain at the park throughout the year. Storage facilities that are utilized solely for one season per year may only remain at the park within two weeks from the end of that season, unless the group demonstrates special need for year round storage and receives written approval from the Parks staff. (Special needs include groups who can demonstrate an active year round recreational use that requires storage.)

If the City finds unauthorized equipment facilities at any of its parks and/or a permitted storage facility exceeds its permitted time, the City shall contact the owner in order to schedule its timely removal. In the event that the owner cannot be identified within 30 days the City shall padlock and/or remove the facility at the owner's expense.