



Administrative Regulations

Number AR8-15
Issue 1

Subject: Administration of Permits for Activities in City Facilities.

I. PURPOSE:

To clarify the provisions of Long Beach Municipal Code Section 2.54.005 and to assign responsibility for processing and administration of permits for use of and for activities within City parks, recreation centers, beaches, marinas and waterways.

II. SCOPE:

This regulation is applicable to all City departments and offices directly responsible to the City Manager. It is also being distributed to elected officers and semi-autonomous departments for informational purposes.

III. POLICY:

(1) Permits for temporary use of public facilities may be granted in accordance with applicable provisions of the Municipal Code and Administrative Regulations.

(2) Responsibility of Parks and Recreation Department.

The Director of the Department of Parks and Recreation is responsible for the processing of and the administration of all temporary use permits, leases and contracts for activities in the Parks and Recreation Department Headquarters Building and all other public parks and recreation centers except those located upon granted tidelands or on beaches and waterways.

Permits for public leisure activities of a recreational character shall be processed in accordance with guidelines established by the Recreation Commission.

All other permits shall be processed in accordance with guidelines as may be established from time to time by the City Manager in accordance with applicable law.

(3) Responsibility of Tidelands Agency.

The General Manager of the Tidelands Agency is responsible for the processing of and the administration of all temporary use permits, leases and contracts for activities in all beaches, marinas, waterways and facilities plus any other lands and facilities located upon granted tidelands.

(4) Special Events.

Activities in public facilities that also propose to use public streets or facilities not delineated above shall require approval by the City Manager.

(5) Nothing contained in this Administrative Regulation is intended to nor shall be construed as affecting the jurisdiction of the City Council or the Recreation Commission as expressed in Long Beach Municipal Code Section 2.54.005.

IV. REFERENCES:

§ 902	City Charter
§ 2.54.005	Long Beach Municipal Code
§ 16.16.010.K	Long Beach Municipal Code
§ 16.16.020	Long Beach Municipal Code
§ 16.16.060	Long Beach Municipal Code
§ 16.16.070	Long Beach Municipal Code

City Attorney's Opinion dated February 14, 1984.