



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

CITYWIDE AQUATICS DIVISION
3401 RIVERSIDE DRIVE
LOS ANGELES, CA 90027
323-906-7953

Guidelines

Request for Use of Swimming Facility

All organized groups wishing to use an L.A. City swim facility need an approved permit before they will be allowed to use the facility. The permits are designed to give the facility advance notice in order to make staffing and other accommodations. These guidelines are in place to prevent overcrowding or different groups from competing for the use of the same resources. If you have any questions about the application, please speak to a manager.

1. Applicants must complete a Request for Use of Swimming Pool or Building form at least two weeks prior to the date of request. Please include any additional activities (barbeque, games, etc.) under Special Requests/Comments your group may engage in other than recreational swimming as well as any specific area(s) you would like to use.
2. Review the facility rules (see attached). They are yours to keep for reference.
3. Turn in the Request for Use of Swimming Pool or Building form at the facility requested or fax it to Citywide Aquatics Office at (323) 906-7963.
4. The application will be turned over to the facility manager who will forward it to the Aquatics office for approval. **Permit approval is not automatic.** Permits may be denied due to overcrowding or an inability to accommodate the activity due to safety or other concerns.
5. Citywide Aquatics Office staff will review the application for approval and determine the appropriate permit fee(s). Depending on the activity, additional documentation including proof of insurance may be required. **Please note: After being granted for a permit, penalty fee(s) will be charged if permittee did not attend the pool and did not notify the facility or Aquatics Office within 48 hours.**
6. Once the application has been processed, a confirmation notice will be mailed to you. The confirmation will include a permit number just below the emblem of Citywide Aquatics Division. If you do not receive a confirmation within two (2) weeks, contact the facility or Citywide Aquatics at (323) 906-7953. **Please be advised that non-profit groups and private groups have a lower priority for pool usage according to the established Priority Use Policy per the Board of Recreation & Parks Commissioners. Respectively, these groups may receive a confirmation in May of each year for summer operation.**
7. Permits may be approved for a maximum of six months. **A permit group that fails to follow the facility rules or to pay in a timely manner may have its permit revoked without notice and/or have a renewal request denied.**

NOT A PERMIT

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(323) 906-7953

(323) 906-7963 FAX

REQUEST FOR USE OF SWIMMING POOL OR BUILDING

Name of Organization _____

Name of Primary Contact _____ Contact Number _____

Name of Alternate Contact _____ Contact Number _____

Address _____

Name of Facility Desired _____ Specify Area (if applicable) _____

Purpose of Event [] Recreational Swim [] Swim Workout [] Swim Practice [] Swim Meet
[] Water Polo Practice [] Water Polo Game [] Day Camp [] Other _____

Day(s): CIRCLE SUN MON TUES WED THURS FRI SAT

Date(s): _____ Time: From _____ To _____

Number of Participants Expected: Adults _____ Youths (7-17) _____ Children (6 & under) _____

Will event involve electrical setup/amplified sound? _____

Will event involve animals? _____ If YES, describe _____

Are you collecting a fee? _____ If YES, amount per person: \$ _____

Is your organization insured? _____ If YES, name of insured _____

Special Requests/Comments (if any) _____

HOLD HARMLESS AGREEMENT

Applicant shall indemnify and hold CITY and its officers, agents and employees free and harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees), which may be incurred or arise out of Applicant's exercise of the permission granted or from any of Applicant's activities related thereto. Applicant expressly waives any and all claims for compensation, and releases and discharges CITY and its officers, agents and employees from any and all demands, claims, lawsuits, all loss, damage, costs, or expenses sustained by reason of any defect, deficiency or impairment of the water supply system, drainage system, heating system, gas mains, electrical apparatus, or wire furnished for the event which may occur from time to time from any cause and for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake, and other acts of God.

As part of the application process, I have reviewed a copy of the facility rules and will make sure that all members of my group comply with these rules. I realize that a failure to follow these rules may result in my permit being revoked or its renewal being denied.

I certify that all statements on this application are complete and correct.

Signature of Applicant _____ Name (Please Print) _____ Date _____

CWA Office Use Only

[] Approved [] Denied - Reason _____

Notes/Comments/Special Considerations _____

Reviewed by _____ Date _____ Sent/faxed to CWA on _____

(Sign and print name)

Rev. 02/15/07