City of Los Angeles • Department of Recreation and Parks

APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)
PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED

PLEASE READ AND COMPLETE ITEMS 1 THRU 19 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center

2. Name of Organization

3. Representative’s Name

4. Mailing Address

5. Contact Evening ( ) Cell ( ) e-mail

6. Type of Event

7. Date and Time of Event

   Day(s) Month/Date(s) Time(s)
   Sunday
   Monday
   Tuesday
   Wednesday
   Thursday
   Friday
   Saturday

8. Charging Fee(s)? ☐ Yes ☐ No $

9. Will food sales be conducted? ☐ Yes ☐ No

10. # Participants: Adult _____ Youth _____

11. Facilities/Services Requested (check all that apply):

   ☐ Auditorium ☐ Kitchen ☐ Outdoor Area ☐ Baseball Diamond # _____
   ☐ Gymnasium ☐ Meeting Room ☐ Utility Hookup ☐ Picnic Area # _____
   ☐ Other ________________________________________________
   ☐ Field # ________________________________________________

12. Is this a Fundraiser? ☐ Yes ☐ No

13. Refreshments Served? ☐ Yes ☐ No

14. Canopies/Tents? ☐ Yes ☐ No

15. Center Rental ☐ Company Rental ☐ Company Name: ________________

16. Moon Bounce ☐ Yes ☐ No

17. Will you require electrical set-ups? ☐ Yes ☐ No

18. Will you be erecting/assembling any structure larger than a 10 x 10 canopy? ☐ Yes ☐ No

19. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES
Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party’s property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE
Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee’s conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HERBY REPRESENTS THAT:
Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND APPLYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee: ____________________________ Date ____________________

Revised September 2019
### Facility is normally:
- Open
- Closed

### Staff Coverage Required:
- Yes
- No

**CAO # / Insurance verification Top of front page**

### Is Insurance Required:
- Yes
- No

- Leagues, competitive sports, activity involves risk, or large event/number of people.

### Fees:
- Regular Permit
- Fee Generating Permit
- Group Exempt from fees?
  - Yes
  - No

- If yes - Exemption number

- Proof of Non-Profit status attached
  - Yes
  - No

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<th>No.</th>
<th>Staff Needed</th>
<th>x</th>
<th># of hours requested</th>
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<th>Total Staff Hrs</th>
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<th>Hourly rate</th>
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<td>Basic Room Fee (hourly rate)</td>
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<td>Additional Rooms Time(s):</td>
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<td>Use of Kitchen (Rates &amp; Fees)</td>
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<td>Indoor Refreshment Fee (Rates &amp; Fees)</td>
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<td>Field Rental Fee: Daylight Use Hours</td>
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<td>Gymnasium Rental Fee: Hours</td>
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<td>Picnic Reservation Fee:</td>
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<td>Non-Refundable Picnic Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account)</td>
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<td>Moon Bounce Fee (100% Center MRP)</td>
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<td>Utility Hookup Fee</td>
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<td>Other Charges (Explain)</td>
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<td>Clean-up Breakage 100%</td>
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<td>Refundable Deposit:</td>
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**TOTAL CHARGES with Deposit:**

**LESS PAYMENT:**

- Receipt No. 
- Date: 

**Balance Due By (date):**

**TOTAL BALANCE DUE:**

Less additional payments:(dates)

**Receipt # / Amount:**

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**Total:**

**Total After Additional Payments**

**Approval of Director in Charge**

**Approval of District Supervisor**

**Approval of Principal Recreation Supervisor**

- **PLEASE NOTE:** For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required
- **Special Event long form may be Required**

**Approval of Principal Maintenance Supervisor**

**Approval of Superintendent**

**Comments:**

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Revised September 2019