MUNICIPAL SPORTS SECTION PERMIT POLICY

FOR INFORMATION ONLY

City of Los Angeles Department of Recreation and Parks
Recreation Operations Division
Municipal Sports Section

Background

Municipal Sports Section General Operations

The Municipal Sports Section is a centralized Department authority administrated by the Valley Shoreline Region, within the Recreation Operations Branch. The Municipal Sports Section places primary emphasis on adult sports league competition, administration and implementation of the jurisdictional permitting assignment of independent adult and youth league organizations; which includes the assessment and collection of fees, the monitoring of team conduct, facility usage and specific City Wide “sports” related projects.

Policy for the Access of Department Outdoor Play Fields

Directed by Department General Instructions Policy and Procedures Rates and Fees Manual, the Municipal Sports Section has permitting jurisdiction over the use of all facility outdoor play/sports fields (ball fields, soccer and multi-purpose fields), Monday through Friday from 7:00 p.m. to 10:30 p.m., and all day on Sunday from 9:00 a.m. to 5:00 p.m. (some sites may begin as early as 8:00 a.m. and some may end as late as 10:00 p.m.) Weekdays prior to 7:00 p.m. and all day on Saturdays fall under the jurisdiction of the facility staff and the regional operations permitting authority. Dedicated Sports Centers and Specialized Sports Play Fields can be fully operated and permitted under the jurisdiction of the Municipal Sports Section.

Any member of the public can apply for a permit or make a reservation for any facility under the jurisdiction of the Municipal Sports Section by obtaining the 'Request for Use of Outdoor Fields' application electronically or at a Municipal Sports office, providing the time period requested is available. The Municipal Sports Section may issue permits to a recreation center by request of the director-in-charge, at such times when the facility is under Municipal Sports jurisdiction but is not being utilized. Facility application requests must be received by the permitting authority no less than four weeks prior to start date. {Please refer to flow chart “Permit Procedure for Use of Department Facilities”}

All fees charged to the public are governed by department directives according to current rates and fees policies and procedures approved by the RAP Board of Commissioners.

Long term Independent team/league permits (from over 4 hours non-consecutive to 6 month revocable): A request, only, for permit is accepted and reviewed by staff assigned to the Municipal Sports Office. Additional information may be required, such as, an Adult or Youth Sports Questionnaire. Once reviewed and accepted, a block is made and an invoice is generated.
Upon full payment, a permit is issued to the permittee. The permittee, upon acceptance of the invoice, MUST pay all fees mandated by the Rates and Fees directives. An exception is occasionally granted for long term permits that allow the requestor(s) to pay the permit fees in sections (usually monthly or bi-monthly). In such cases, blocks are made in sections (monthly or bi-monthly) and invoices are created for each section. As an invoice is paid, it is then turned into a permit. No unpaid portions are ever issued as permits.

The Department prioritizes the general use of outdoor sports facilities based on the following criteria in descending order:

1) Recreation and Parks Department organized activities.
2) Long term leases, film permits, conditional use, right of entry, etc.
3) Six month or longer revocable permits (i.e. Little Leagues).
4) Youth and Adult independent agency requests for permits:
   • Permit request priority will go to agencies requesting to renew existing permits for the same dates as previously permitted.
   • New agency requests will be awarded on a first-come first-serve basis.

Facility field resting and/or refurbishment projects will be planned in advance with Department and Agency coordination where required. The Department reserves the right to perform work as needed within one week of Agency notification.

**Contacting the Municipal Sports Section**

All permitting is processed online by staff and becomes part of a Facility Reservation System (FRS) database. A patron interested in a permit needs to contact one of the following Department locations and apply for a permit.

VALLEY REGION: 6911 Laurelgrove Avenue No. Hollywood, CA 91605 Phone: (818) 765-0284 Fax: (818) 764-5794 valley.munisports@lacity.org (includes Valley Region; does not include Shoreline District).

METRO/PACIFIC REGIONS AND SHORELINE: 3900 Chevy Chase Drive Los Angeles, CA 90039 Phone: (818) 246-5613 Fax: (213) 847-2938 metro.munisports@lacity.org (includes Metro and Pacific Regions and Shoreline District).

Reservations are taken Monday thru Friday from 9:00 a.m. to 4:00 p.m. (Closed on City Holidays). Field reservations are issued on weeknights from 7:00 p.m. to 10:00 p.m. and Sundays from 9:00 a.m. to 5:00 p.m. (Some sites begin as early as 8:00 a.m. and some end as late as 10:00 p.m.).