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

6. Type of Event

7. Date and Time of Event

8. Charging Fee(s)? □ Yes □ No $

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

10. No. Participants: Adult Youth

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

- Auditorium
- Kitchen
- Outdoor Area
- Baseball Diamond #
- Gymnasium
- Meeting Room
- Utility Hookup
- Picnic Area #
- Field #
- Other

12. Is this a Fundraiser? □ Yes □ No

13. Refreshments Served? □ Yes □ No

14. Canopies/Tents? □ Yes □ No

15. Rental: □ Yes □ No

- Chairs #
- Tables #
- Company Name

16. Moon Bounce: □ Yes □ No

- Company Name

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

18. Will you be erecting/assembling any structure larger than a 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 other 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
Aris 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 HEREBY 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 2018
**TO BE COMPLETED BY DIRECTOR IN CHARGE**

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH ALL FEES PAID IN FULL OR RESERVATIONS REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL). ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE TWO WEEKS PRIOR TO EVENT. SPECIAL EVENTS WITH 200+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally: □ Open □ Closed  Staff Coverage Required: □ Yes □ No

<table>
<thead>
<tr>
<th>Fees:</th>
<th>□ Regular Permit □ Fee Generating Permit</th>
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<tbody>
<tr>
<td></td>
<td>Group Exempt from fees? □ Yes □ No</td>
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<td>If yes - Exemption number ______________</td>
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<td>Proof of Non Profit status attached □ Yes □ No</td>
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□ Basic Room Fee (1st 3 hours) = $

□ No. Staff Needed x # of hours requested = Total Staff Hrs x Hourly rate $ = $

□ Additional Hours Needed (Rates & Fees) X Hourly Rate $ = $

□ Additional Rooms (Rates & Fees) x $ x $ = $

□ Use of Kitchen (Rates & Fees) = $

□ Refreshment Fee (Rates & Fees) = $

□ Field / Gymnasium Rental Fee Hours x $ = $

□ Picnic Reservation Fee: □ 1-50 □ 51-100 □ 101-200 □ 201-400**see note □ 201-400**see note = $

□ Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account) = $

□ Picnic Maintenance Fee (MRP # ) = $

□ Moon Bounce Fee (Special Fund) = $

□ Center Rental: □ Chairs # x $ □ Tables # x $ = $

□ Utility Hookup Fee = $

□ Clean-up Breakage Refundable Deposit Receipt No. = $

□ Other Charges (Explain) = $

LESS DEPOSIT: Receipt No. Date Balance Due By: Date TOTAL: = $

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

Approval of Principal Maintenance Supervisor

Approval of Superintendent

Comments:

Revised September 2018