

**APPLICATION FOR USE OF LOS ANGELES CITY
DEPARTMENT OF RECREATION AND PARKS**

THIS IS NOT A PERMIT

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Time of Departure: _____

Organization: _____

Contact Person: _____

Mailing Address: _____ Cell Phone () _____

City: _____ State: _____ Zip Code _____

Work Phone: () _____ Email Address _____

Will the above contact person be on site for the entire outing? _____

PLEASE CIRCLE ONE

Purpose of Rental: Conference Religious Retreat Wedding or Other _____

Total Number of Participants: Adults: _____ Children: _____

WAIVER, INDEMNITY AND RELEASE OF CLAIMS

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 Permittees 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.

Signature of Organization Contact Person:

Signature of On Site Contact Person (if different): _____ Date: _____

Please complete this form and return with a deposit and a refundable security deposit within TEN DAYS to the Camping Section Office. Make your check payable: **L.A. City Rec. and Parks, and then address envelope to: **Department of Recreation and Parks, Camping Section, 6335 Woodley Ave. Van Nuys, CA 91406 STOP #641**. If we do not receive these items within ten days, your reservation will be cancelled without further notification.**

CAMP RULES AND REGULATIONS

Please check the boxes after you read each regulation thoroughly

- Fall, Winter, Spring (September – May) check in time is 10 A.M and check out time is 2 P.M. Summer (June – September) check in time is 12 P.M and check out time is 2 P.M. A minimum charge of \$200 per hour will be charged for early arrival and/or late departure.
- A printed program and activity schedule is required one week prior to group check-in, and is subject to Camping staff approval.
- The group must provide the camp staff with a list of names and cabin assignments of all person in camp for emergency and auditing purposes. This list is due within two (2) hours of check-in.
- Group is responsible for their own first aid, emergency needs and transportation. Group must have one person on-site at all times who has current certification in First Aid and C.P.R. Please forward the name and proof of current certification of your designated medical person to the camp office two weeks prior to your outing.
- Proof of insurance through KwikComply must be submitted 2 months prior to your reservation.
- Anyone who handles food must have a current food handler's certificate.
- Group must provide its own accident insurance. The City of Los Angeles carries no insurance for groups.
- Group is responsible for an emergency evacuation plan in the event of fire, earthquake, power outage, etc.
- NO smoking is allowed in or around any buildings, cabins and/or restrooms. Smoking is permitted only in specific areas designated by the Fire Department. (Check with camp staff on-duty.)
- NO alcohol, illegal drugs, fireworks, weapons, firearms and pets.
- NO open nudity.
- PARK IN DESIGNATED AREAS ONLY. Parking is limited.
- Fire alarm and extinguishers are to be used only in case of emergency, and by an adult. Any false alarms or unnecessary use of extinguishers will result in the loss of security deposit, and may be subject to additional fines by the camp and/or Los Angeles Fire Department.
- Groups are to provide an orientation period to inform all persons of rules, procedures and safety information according to camp standards.
- Group leader and camp staff will conduct a walk-through of facility upon arrival and prior to group's departure.
- Cabins are set up for sleeping shelters only. Beds and mattresses are not to be removed from the cabins. If cabin set-up is changed by the group, it must be returned to normal prior to departure.
- Cabin and dining room set-up is to be arranged by the group, and must be put back in order before departure.
- Cabins, lodges and program areas must be swept and debris picked up from the grounds before departure.
- Signs and notices may be posted in designated areas only, and must be removed before departure (including signs posted outside the campgrounds).
- Group members must supply their own sleeping bags, towels, toiletries and personal items.
- The phones in the office are strictly for City of Los Angeles business.
- Amplified sound requires prior approval. Please observe our quiet times between 10:00 p.m. and 8:00 a.m.
- Staff quarters, pool and directors house are OFF LIMITS.
- There will be one camp staff member on duty at all times. In case of emergency, please contact camp staff.
- Any and all personal belongings are the sole responsibility of their owner. Personal sporting equipment should be used with all protective gear under strict supervision.
- Camp is not responsible for any lost or stolen items.
- Items of value are not recommended for camp. These items include, but are not limited to: radios, video games, jewelry, televisions, etc.
- No food or drinks (except water) are allowed in the cabins.
- No outdoor cooking, except for Camp Seely BBQ grills

By my initials, I certify that I have read and understand the above camp rules. I agree that my group will abide by these rules at all times while renting the camp. Initials: _____

Medical and Health Requirements:

- Group is responsible for its own first aid and emergency needs (including medical supplies and emergency transportation).
- Group must have one person on site who has current First Aid and C.P.R. certification.
- It is required that each youth (under 18 years of age) in camp have a completed health card with a signed parent release form. It is also recommended for each adult to have a completed health card.
- All First Aid and medical treatments must be recorded in a medical log. A copy of the group’s medical log must be given to the camp staff prior to departure.
- It is required that at least one cook possess a valid food handler’s permit, and that each food handler and cook possess a negative tuberculosis test reading.
- Group must provide their own accident insurance. The City of Los Angeles carries no insurance.

By my initials, I certify that I have read and understand the above medical requirements. I agree that my group will abide by these rules at all times while renting the camp. Initials: _____

Additional rules for Youth Groups:

- Group must provide a scheduled program with proper leadership and discipline at all times.
- Group must maintain a ratio of at least one (1) adult for every ten (10) youth campers.
- Campers must remain inside the campgrounds, unless on an adult supervised hike or activity.
- Group must provide adult supervision in each cabin.
- Group must supervise youth at all times.

By my initials, I certify that I have read and understand the above youth group rules. I agree that my group will abide by these rules at all times while renting the camp. Initials: _____

I have read and understand the above Camp Rules and Regulations, and agree that my group will abide by them. I agree that my staff and I will enforce these rules at all times while in camp. I understand that failure to follow these rules may result in a forfeiture of my group’s security deposit, possible dismissal from the facility and/or additional fines.

Contact Person/Group Leaders Signature: _____ Date: _____

RESERVATION POLICY AND PROCEDURES - ALL CAMPS

Reservations for all camps are on a first-come, first-serve basis. Reservations will be accepted six months in advance by calling the Camping Office at (213) 485-4853. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day. Reservations will be accepted eight months in advance for residents of the City of Los Angeles. Proof of residence is required.

Camp Seely is operated by the City of Los Angeles Department of Recreation and Parks, under permit from the US Forest Service. This facility is operated pursuant to Civil Rights Laws and Regulations, which prohibit discrimination on the basis of race, color, sex, age, handicap, religion or national origin.

The Los Angeles City Department of Recreation and Parks are in complete compliance with The Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate in our program. Reasonable accommodations will be made with prior arrangements.

DEPOSITS

1. All deposits are due within ten (10) business days of making the reservation.
2. An additional 50% of rental fee is due one month prior to arrival at camp.
3. Balance of minimum rental fees are due upon arrival at camp. All additional fees must be paid on the last day of camp rental.
4. Return of your groups security deposit can be expected (provided all is well) approximately 6-8 weeks after your outing/event. If any of your security deposit is not being returned, you will receive an itemized list of the charges being deducted.

CANCELLATION POLICY

If you cancel **at least 2 weeks prior** to your arrival date, 50% of fees will be refunded. If you cancel **less than 2 week prior** to your arrival date, there will be no refund.