APPLICATION FOR USE OF FACILITIES

PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED

>Please read and complete items 1 thru 13 and sign the document (signature of applicant)

1. Recreation Center
   Encino Community Center / Women’s Club

2. Name of Organization
   Representative’s Name

3. Mailing Address
   City
   Zip

4. Contact
   Evening
   Cell
   e-mail

5. Type of Event

6. Date and Time of Event
   Day(s)
   Month/Date(s)
   Time(s)
   Sunday
   to
   Monday
   to
   Tuesday
   to
   Wednesday
   to
   Thursday
   to
   Friday
   to
   Saturday
   to

7. Charging Fee(s)?
   $____
   Will food sales be conducted?
   Yes
   No
   No. Participants:
   Adult
   Youth

8. Facilities/Services Requested (check all that apply):
   Auditorium
   Kitchen
   Outdoor Area
   Baseball Diamond #____
   Gymnasium
   Meeting Room
   Picnic Area
   Utility Hook-up
   Other
   Field #

9. Is this a Fundraiser?
   Yes
   No
   Refreshments?
   Yes
   No
   Canopies/Tents?
   Yes
   No

10. Moon Bounce
    Yes
    No
    Company Name
    Contact Name
    Phone No.

11. Will you require electrical set-ups?
    Yes
    No
    Will you be erecting/assembling any structure?
    Yes
    No

12. 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, 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 APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee

Date
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+ REQUIRE PRIOR APPROVAL BEFORE FEES ARE COLLECTED.

<table>
<thead>
<tr>
<th>Facility is normally:</th>
<th>Open</th>
<th>Closed</th>
<th>Staff Coverage Required:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Insurance Required:</td>
<td>Yes</td>
<td>No</td>
<td>Multiple days used, activity involves risk, or large event/number of people.</td>
<td>CAO # / Insurance verification</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Regular Permit</th>
<th>Fee Generating Permit</th>
<th>Group Exempt?</th>
<th>Yes</th>
<th>No</th>
<th>Proof of Non Profit status attached</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Staff</td>
<td>x</td>
<td># of hours requested</td>
<td>Total Staff Hrs x Hourly Rate</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Additional Hours Needed (Rates &amp; Fees)</td>
<td>X</td>
<td>Hourly Rate</td>
<td>$</td>
<td>$</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Additional Rooms (Rates &amp; Fees)</td>
<td>x</td>
<td>$</td>
<td>x</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Use of Kitchen (Rates &amp; Fees)</td>
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<td></td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Refreshment Fee (Rates &amp; Fees)</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Gymnasium Rental Fee</td>
<td>Hours</td>
<td>x</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Picnic Reservation Fee:</td>
<td>1-50</td>
<td>51-100</td>
<td>101-200</td>
<td>201-400**see note</td>
<td>201-400**see note</td>
<td>=</td>
<td>$</td>
<td></td>
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<tr>
<td>Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional)</td>
<td>=</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Picnic Maintenance Fee (MRP # )</td>
<td>=</td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Moon Bounce Fee (Special Fund)</td>
<td>=</td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Rental:</td>
<td>Chairs</td>
<td>#</td>
<td>x</td>
<td>$</td>
<td>Tables</td>
<td>#</td>
<td>x</td>
<td>$</td>
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<tr>
<td>Utility Hookup Fee</td>
<td></td>
<td></td>
<td>=</td>
<td>$</td>
<td></td>
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<tr>
<td>Clean-up Breakage Refundable Deposit</td>
<td>Receipt No.</td>
<td>=</td>
<td>$</td>
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<tr>
<td>Other Charges (Explain)</td>
<td>=</td>
<td>$</td>
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</tbody>
</table>

TOTAL CHARGES: = $

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

Approval of Director In Charge Date
Approval of District Supervisor Date
Approval of Principal Recreation Supervisor Date
Approval of Principal Maintenance Supervisor Date

**Supervisor Please Note: For LARGE SPECIAL EVENTS (200 persons or more) notify Principal Supervisor and Superintendent.

Approval of Superintendent Date
Comments:

Revised: May 20, 2014