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 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center

2. Name Of Organization

3. Representative’s Name

4. Mailing Address

5. City

6. Zip

7. Contact

8. Evening

9. Cell

10. E-mail

11. Type of Event

12. Date and Time of Event

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Month/Date(s)</th>
<th>Time(s)</th>
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<td>Sunday</td>
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<td>Saturday</td>
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13. Charging Fee(s)?

14. Will food sales be conducted?

15. No. Participants:

16. Adult

17. Youth

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

19. Auditorium

20. Kitchen

21. Outdoor Area

22. Baseball Diamond

23. Other

24. Gymnasium

25. Meeting Room

26. Utility Hookup

27. Picnic Area

28. Field

29. Is this a Fundraiser?

30. Yes

31. No

32. Refreshments?

33. Yes

34. No

35. Canopies/Tents?

36. Yes

37. No

38. Moon Bounce

39. Yes

40. No

41. Company Name

42. Contact Name

43. Phone No.

44. Will you require electrical set-ups?

45. Yes

46. No

47. Will you be erecting/assembling any structure?

48. Yes

49. No

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 APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee

Date

Revised: January 21.
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.

Facility is normally: [ ] Open [ ] Closed  Staff Coverage Required: [ ] Yes [ ] No  
Is Insurance Required: [ ] Yes [ ] No  Multiple days used, activity involves risk, or large event/number of people. [ ] Yes [ ] No  

Fees: [ ] Regular Permit [ ] Fee Generating Permit [ ] Group Exempt? [ ] Yes [ ] No  
Proof of Non Profit status attached: [ ] Yes [ ] No  

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) = $  

Moon Bounce Fee (Special Fund) = $  

Rental: [ ] Chairs # x $ [ ] Tables # x $ = $  

Utility Hookup Fee = $  

Clean-up Breakage Refundable Deposit Receipt No. = $  

Other Charges (Explain) = $  

TOTAL CHARGES: = $  

LESS DEPOSIT: Receipt No. Date = $  
Balance Due By: ________________ 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: January 21.