APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)
APPLICATION NOT SUBMITTED TWO WEEKS PRIOR TO EVENT, SUBJECT TO A $50.00 LATE PROCESSING FEE

PLEASE PRINT AND COMPLETE ITEMS AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center  
   Norman O. Houston

2. Name Of Organization  
   Representative Name

3. Mailing Address  
   Zip

4. Telephone  
   Evening (  )  
   Cell (  )  
   e-mail

5. Type of Event

6. Date and Time of Event

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<th>Day(s)</th>
<th>Month/Date(s)</th>
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7. Charging Fee(s)?  
   Yes  No

8. Facilities/Services Requested (check those which apply):
   Outdoor Courts  Picnic Area  Utility Hook-up
   Other

9. Is this a Fundraiser?  
   Yes  No

10. Will catered food be served?  
    Yes  No

11. Moon Bounce  
    Yes  No

12. Possibility this Event may require insurance, please check with Facility Director.

This permit is issued subject to the following conditions and limitations:

1. **Waiver of damages.** Permittee hereby assumes all risk of injury, loss or damage which may result from any defective conditions of the premises or which may otherwise arise by reason of the use of City property pursuant to this agreement and releases and discharges the City of Los Angeles from any claims therefore.

2. **Indemnification.** Permittee hereby agrees to defend, indemnify and hold harmless the City of Los Angeles, its officers, agencies and employees from any and all loss or liability for bodily injury, death or property damage to either party hereto or to third parties which may arise from the exercise of this permit by Permittee or its officers, agents, employees, contractors, licensees or invitees.

3. **Restoration.** Upon termination of this permit, Permittee shall have removed all its equipment and materials from the working area and shall have restored the premises to their original condition.

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.

Facility normally:  Open  Closed

No of Participants:  Adult  Youth

Staff Coverage Required:  Yes  No

Hrs Needed:  AM/PM to  AM/PM

Is Insurance Required:  Yes  No

Company Name

Insurance Contact Name

Phone No.

Fees:  Regular Permit  Fee Generating Permit  Fee Waiver Requested?  Yes  No

Proof of Non Profit status attached  Yes  No

- Staff Coverage Needed:  x Each = Total Staff Hrs x $ = $

- Outdoor Courts Rental Fee

- Picnic Reservation Fee:

- Moon Bounce Fee ($20)

- Cancellation Fee (Depends on date of cancellation)

- Other Charges (Explain)

TOTAL CHARGES: $

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

Approval of Director In Charge  Date

Approval of District Supervisor  Date

Approval of Principal Supervisor  Date

Note: If Event is over 100 persons or more, attached Special Event Fee Worksheet

Supervisor Please Note: For large special events (100 persons or more) contact Principal Supervisor and Superintendent.

Comments:

Deposit Paid

Amount Paid:  
Date:  
Receipt #:  
Balance due:  

Balance

Balance due:  
Amount Paid:  
Receipt #:  
Date:  