PERMIT INFORMATION

Procedures/Rules for all Permits

- Permit Applications must be submitted at least 1 month before event.
- Permit Fees must be paid minimum two weeks before event.
- There is a cancellation fee of $50 if given less than 2 weeks’ notice.
- No alcohol is permitted at the park.
- Permits will not be given if the permit conflicts with or takes place during park programs.
- Staff Fees (applied when the facility is normally closed): $22 per hour
- If insurance is required, you must post your insurance online at https://kwikcomply.org/

Field Use

- Field Rate: $25 per hour during the day,
- **Fee Generating: $60 per hour during day, $75 per hour at night
- For Youth Sports Organizations, including LAUSD, a $10 permit fee will be charged and the rate is $8
- Permit is for use of field only. We do not line fields nor lend out equipment.

Gymnasium Use

- Gym Rate: -$50 per hour
- **Fee Generating: Over 100 people: $500 for the 1st 3 hours, $150 for each additional hour. Under 100 people: $275.00 for the 1st 3 hours, $75 for each additional hour.
- Use of Scoreboard $20.00 per hour (does not include staff to operate).
- $100 Refundable Deposit

Community Room Use (Includes Kitchen Use, Limited Tables and Chairs)

- Room Rate: $100 for the 1st 3 hours, $40 for each additional hour
- Fee Generating: $200 for the 1st 3 hours, $75 for each additional hours
- Use of Tables and Chairs: $150, Kitchen Use: $50
- $100 Refundable Deposit

**Any use of facilities where fees/admissions are charged, or donations are collected, either on-site or off-site by any entity must pay this fee.

Picnic

- Number of People in Group
  - 1 - 50: $100.00
  - 51 - 100: $125.00
  - 101 - 200: $175.00
  - 201 - 400: $375.00
- Utility Hook-Up Fee: $50.00
- Cancellation Fee: 10% of Rental Fees (If not notified 91 Days or more prior to event)

Moon Bounce

- $20.00 per day

Filming

- For information regarding filming permits, please call the Park Film Office at (323) 644-6220

To Begin the process of a permit, please complete a Permit Application for Use of Facility and submit to our recreation center by email: lakeviewterrace.reccenter@lacity.org or to the Main Office at: 11075 Foothill Blvd., Lake View Terrace, CA 91342.