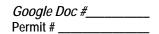
CA#	(Insurance verification)
Expiration Date	





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 19 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

Recreation Center						
2. Name of Organization	3. Representative's Name					
4. Mailing Address					Zip	
5. Contact Evening	() (Cell	()	e-mail		
6. Type of Event						
7. Date and Time of Event						
<u>Day(s)</u>	<u>Month</u>	n/Date(s)		Time(s)		
Sunday					to	
Monday					to	
Tuesday					to	
Wednesday				_	to	
Thursday				_	to	
Friday				_	to	
Saturday				_	to	
8. Charging Fee(s)?	Yes No \$	9. Will food sal	es be conducted? 🗌 Y	es 🗌 No 🛮 10. No. Participant	ts: Adult Youth	
11. Facilities/Services Req Auditorium Kitc Gymnasium Mee		or Area 🔲 I	Baseball Diamond # Picnic Area #	Other Field #		
I2. Is this a Fundraiser? ☐ Yes ☐ No						
15. Rental: Yes No Chairs # Tables # Company Name						
16. Moon Bounce Yes	□ No Company	Name				
Contact Name				Phone No.		
17. Will you require electrical set-ups? Yes No 18. Will you be erecting/assembling any structure larger than a canopy? Yes No						
19. There is a possibility th	at this event may need i	nsurance, 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, agencies, employees or volunteers from acts of gross negligence or willful misconduct.						
PERMITTTEE 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	·	

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 AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally : Open Closed Staff Coverage Required: Yes No	
*Leagues, competitive sports, activity involves risk, or large event/number CAO # / Ins Is Insurance Required : Yes No of people.	urance verification Top of
Fees: Regular Permit Fee Generating Permit Group Exempt from fees? Yes No If yes - Exemption number Proof of Non Profit status attached	
Basic Room Fee (1st 3 hours) = 5	5
No. Staff # of hours Needed x requested = Total Staff Hrs x Hourly rate \$ = 5	;
X Hourly Additional Hours Needed (Rates & Fees) 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)	= \$
☐ Picnic Maintenance Fee (<i>MRP #</i>)	= \$
☐ Moon Bounce Fee (Special Fund)	= _ \$
☐ Center 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: TOTAL:	= \$
Approval of Director In Charge	Date
Approval of District Supervisor	Date
Approval of Principal Recreation Supervisor	Date
**PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent R	equired
Approval of Principal Maintenance Supervisor	Date
Approval of Superintendent	Date
Comments:	