

CA# _____ (Insurance verification)
Expiration Date _____

Google Doc # _____
Permit # _____



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)

1. Recreation Center Mar Vista Recreation Center

2. Name of Organization _____ 3. Representative's Name _____

4. Mailing Address _____ City _____ Zip _____

5. Contact Evening () Cell () e-mail _____

6. Type of Event _____

7. 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 _____

8. Charging Fee(s)? Yes No \$ _____ 9. Will food sales be conducted? Yes No 10. No. Participants: Adult _____ Youth _____

11. Facilities/Services Requested (check all that apply):
 Auditorium Kitchen Outdoor Area Baseball Diamond # _____ Other _____
 Gymnasium Meeting Room Utility Hookup Picnic Area # _____ Field # _____

12. Is this a Fundraiser? Yes No 13. Refreshments Served? Yes No 14. Canopies/Tents? 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 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, 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 AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee: _____ Date _____

City of Los Angeles * Department of Recreation & Parks
Mar Vista Recreation Center
11430 Woodbine Street
Los Angeles, CA 90066
(310) 398.5982

Picnic Area Application Information

The available picnic areas are depicted on the Mar Vista (See attached). The picnic areas are available on a first come first serve basis. No personal barbeques are allowed in any picnic area. Picnic areas must be paid for in full on the day the permit is filled out. (Check or money order only. We do not have change).

Moon Bounce Permits

Picnic Area #4 is the only picnic area where a moon bounce is allowed. If you would like a moon bounce for your event, you must reserve a minimum of three weeks prior to the event. Permits for moon bounces are at an additional cost of \$20. All moon bounces must be generator equipped as we do not provide electricity. Please consult the list of approved moon bounce vendors at the front desk.

Picnic Area Regulations

It is illegal to consume alcoholic beverages in any public park. This includes all liquor, beer and wine.

All pets must be on leash less than (6) feet long.

Picnic tables are never to be moved or altered in any way.

No piñatas, signs or decorations of any kind are to be hung from trees at any time.

No vehicles are to be parked on city property during the time of permit.

It is illegal to exchange tickets for merchandise, distribute attendance prizes, or hold raffles.

No person shall play or utilize any sound amplifying equipment.

No personal barbeques are allowed- Use of city provided barbeques only.

Fees are nonrefundable if cancellation occurs within two (2) weeks of event. Fees will reimburse department for paper processing, clean-up, site preparation and extra related costs.

If your permit is for a company part or organization your group must register the companies insurance on the city website kwikcomply.org before the application can be processed and a permit issue

A contact person must be available during the entire time of permitted hours. This person is responsible for ensuring that all Picnic Regulations listed on form are followed.

Contact Person (Print): _____ Phone #: _____

PARK RANGERS AND POLICE MAKE ARESTS FOR THESE VIOLATIONS AND VIOLATIONS WILL BE DENIED FUTURE USE OF THESE FACILITIES.

Your signature below indicates that you have read these regulations, agree to comply with them and that you will assume full responsibility for all members of your group.

Signature: _____ Print Name: _____
Phone #: _____ Picnic Area#: _____

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HOCKEY RINK/SOCCER FIELD/BASEBALL DIAMOND
APPLICATION INFORMATION

- All requests for use of fields are taken on a first come first serve basis.
- An *Application For Use of Facility* form must be filled out for each request for a field.
- All requests for the one-time use must be made a minimum of two (2) weeks in advance and must be paid in full at the time of the request. Please note that NO MORE than two (2) consecutive dates will be approved on a single request. (Check or money order only.)
- Full payment must be made at the time of the request.
- Subletting of Mar Vista's fields is strictly prohibited.
- Applicants insurance must be registered with the city on the kwikcomply.org website before the application can be processed and a permit issued.

PLEASE NOTE:

- Equipment and Bases are not included in the baseball diamond rental.
- Use of small soccer goals are not included in the rental only use of the large stationary goals.
- Equipment including skates is not included in the rental of the hockey rink

HOCKEY RINK/SOCCER FIELD/ BASEBALL DIAMOND REGULATIONS

1. NO MARKINGS OF ANY KIND MAY BE MADE ON THE FIELD (IE., PAINT, CHALK, ETC.)
2. IT IS ILLEGAL TO CONSUME ALCOHOLIC BEVERAGES IN ANY PUBLIC PARK. THIS INCLUDES ALL LIQUOR, BEER AND WINE.
3. No metal cleats or spikes are allowed on the field at any time.
4. No food or beverages including gum to be consumed on the field or rink.
5. It is illegal to conduct sales of any kind on City premises.
6. It is illegal to exchange tickets for merchandise, distribute attendance prizes, or hold raffles.
7. No vehicles are to be park on city property during the time of permit.
8. It is illegal to smoke in any city park.
9. No person shall play or utilize any sound amplifying equipment.
10. No dogs or other pets of any kind are allowed.
11. No vehicles, bicycles or scooters allowed within gated area of the field or rink.
12. No structures of any kind may be erected without prior approval. (i.e., canopies, tables or chairs)
13. Fee is nonrefundable if cancellation occurs within two (2) weeks of event. Fee will reimburse Department for paper processing, clean-up, site preparation and extra related costs.
14. A contact person must be available during the entire time of permitted hours. This person is responsible for ensuring that all Picnic Regulations listed on form are followed.

a. Contact Person (Print): _____ Phone #: _____

PARK RANGERS AND POLICE MAKE ARRESTS FOR THESE VIOLATIONS AND VIOLATIONS WILL BE DENIED FUTURE USE OF THESE FACILITIES.

Your signature below indicates that you have read these regulations, agree to comply with them and that you will assume full responsibility for all members of your group.

Signature: _____ Print Name: _____
Phone #: _____ Ball Diamond/Picnic Area#: _____