

CA# \_\_\_\_\_ (Insurance verification)  
Expiration Date \_\_\_\_\_

Permit # \_\_\_\_\_  
Payment update: Yes \_\_\_ No \_\_\_



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 \_\_\_\_\_
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

<u>Day(s)</u>	<u>Month/Date(s)</u>	<u>Time(s)</u>
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. # 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. Center Rental ☐ Company Rental ☐ Company Name: \_\_\_\_\_ Chairs:# \_\_\_\_\_ Tables:# \_\_\_\_\_ Insurance #: \_\_\_\_\_
16. Moon Bounce ☐ Yes ☐ No Company Name \_\_\_\_\_
- Moon bounce CA # (Insurance verification) \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Phone No. \_\_\_\_\_

17. Will you require electrical set-ups? ☐ Yes ☐ No 18. Will you be erecting/assembling any structure larger than a 10 x 10 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 \_\_\_\_\_