City of Los Angeles • Department of Recreation and Parks

APPLICATION FOR USE OF FACILITIES

PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED

PLEASE READ AND COMPLETE ITEMS 1 THRU 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center

2. Name Of Organization

3. Representative’s Name

4. Mailing Address

5. Contact

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

   Will food sales be conducted?  [ ] Yes  [ ] No

   No. Participants:  Adult _____  Youth _____

9. Facilities/Services Requested (check all that apply):

   [ ] Auditorium  [ ] Kitchen  [ ] Outdoor Area  [ ] Baseball Diamond #____
   [ ] Gymnasium  [ ] Meeting Room  [ ] Utility Hookup  [ ] Picnic Area #____
   [ ] Other  ___________________________
   [ ] Field #  ___________________________

10. Is this a Fundraiser?  [ ] Yes  [ ] No

    Refreshments?  [ ] Yes  [ ] No

    Canopies/Tents?  [ ] Yes  [ ] No

11. Moon Bounce  [ ] Yes  [ ] No

    Company Name  ___________________________

    Contact Name  ___________________________

    Phone No.  ___________________________

12. Will you require electrical set-ups?  [ ] Yes  [ ] No

    Will you be erecting/assembling any structure?  [ ] Yes  [ ] No

13. 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 APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee  ___________________________

Date  ___________________________

Revised: January 21, 2015
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.

Facility is normally: ☐ Open  ☐ Closed  Staff Coverage Required:  ☐ Yes  ☐ No  Group Exempt?  ☐ Yes  ☐ No  Multiple days used, activity involves risk, or large event/number of people.  ☐ Yes  ☐ No  CAO # / Insurance verification Top of front page

Fees:  ☐ Regular Permit  ☐ Fee Generating Permit  ☐ Group Exempt?  ☐ Yes  ☐ No  Proof of Non Profit status attached  ☐ Yes  ☐ No

☐ Basic Room Fee (1st 3 hours)  =  $

☐ Additional Hours Needed (Rates & Fees)  x  # of hours requested  =  Total Staff Hrs x Hourly 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 (MRP # )  =  $

☐ Moon Bounce Fee (Special Fund)  =  $

☐ 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  
Approval of Principal Maintenance Supervisor  Date  

**Supervisor Please Note: For LARGE SPECIAL EVENTS (200 persons or more) notify Principal Supervisor and Superintendent.

Approval of Superintendent  Date  

Comments:  

Revised: January 21, 2015