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 14 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center

2. Name Of Organization
   Representative’s Name

3. Mailing Address
   City Zip

4. Contact
   Evening ( ) Cell ( ) e-mail

5. Type of Event

6. Date and Time of Event
   Day(s) Month/Date(s) Time(s)
   Sunday
   Monday
   Tuesday
   Wednesday
   Thursday
   Friday
   Saturday

7. Charging Fee(s)? ☐ Yes ☐ No $ Will food sales be conducted? ☐ Yes ☐ No
   No. Participants: Adult _____ Youth _____

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

9. Is this a Fundraiser? ☐ Yes ☐ No
   Refreshments? ☐ Yes ☐ No
   Canopies/Tents? ☐ Yes ☐ No

10. Rental: ☐ Yes ☐ No
    Chairs # Tables #

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 AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)
I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee ___________________________ Date ___________________________

(Insurance verification)
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.

<table>
<thead>
<tr>
<th>Facility is normally:</th>
<th>Open</th>
<th>Closed</th>
<th>Staff Coverage Required:</th>
<th>Yes</th>
<th>No</th>
<th>Recreation Center</th>
<th>Subsidized Center</th>
<th>Is Insurance Required:</th>
<th>Yes</th>
<th>No</th>
<th>Multiple days used, activity involves risk, or large event/number of people.</th>
<th>CAO # / Insurance verification Top of front page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees:</td>
<td>Regular Permit</td>
<td>Fee Generating Permit</td>
<td>Group Exempt?</td>
<td>Yes</td>
<td>No</td>
<td>Proof of Non Profit status attached</td>
<td>Yes</td>
<td>No</td>
<td>Basic Room Fee (Hours)</td>
<td>= $</td>
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<td></td>
<td>No. Staff Needed</td>
<td># of hours requested</td>
<td>Total Staff Hrs x Hourly Rate</td>
<td>$</td>
<td>= $</td>
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<td></td>
<td>Additional Rooms (Rates &amp; Fees)</td>
<td>$</td>
<td>x</td>
<td>$</td>
<td>= $</td>
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<td>Use of Kitchen (Rates &amp; Fees) ($75.00)</td>
<td>= $</td>
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<td>Refreshment Fee (Rates &amp; Fees) ($25.00)</td>
<td>= $</td>
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<td></td>
<td>Field / Gymnasium Rental Fee</td>
<td>Hours</td>
<td>x</td>
<td>$</td>
<td>= $</td>
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<td>Picnic Use Fee: 1-50 ($75.00)</td>
<td>51-100 ($100.00)</td>
<td>101-200 ($150.00)</td>
<td>201+ see special event fees</td>
<td>= $</td>
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<td>Picnic Reservation Fee ($25.00) Non-Refundable</td>
<td>= $</td>
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<td>Moon Bounce Fee ($25.00)</td>
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<td>Rental: Chairs #</td>
<td>x</td>
<td>$</td>
<td>Tables #</td>
<td>x</td>
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<td>Utility Hookup Fee ($75.00)</td>
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<td>Clean-up Breakage Refundable Deposit</td>
<td>Receipt No.</td>
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<td>Other Charges (Explain)</td>
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<td>TOTAL CHARGES:</td>
<td>= $</td>
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LESS DEPOSIT: Receipt No. Date TOTAL: $ Balance Due By: Date 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 9, 2020