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 13 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 ____________________________ to ____________________________
   Monday ____________________________ to ____________________________
   Tuesday ____________________________ to ____________________________
   Wednesday ____________________________ to ____________________________
   Thursday ____________________________ to ____________________________
   Friday ____________________________ to ____________________________
   Saturday ____________________________ to ____________________________

7. Charging Fee(s)? ☐ Yes ☐ No $ __________

8. Will food be sold? ☐ Yes ☐ No

9. Will there be refreshments? ☐ Yes ☐ No

10. 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 HEREBY 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+ REQUIRE PRIOR APPROVAL BEFORE FEES ARE COLLECTED.

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

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Is Insurance Required</td>
<td>Yes</td>
<td>No</td>
<td>Multiple days used, activity involves risk, or large event/number of people.</td>
<td>CAO # / Insurance verification</td>
<td>Top of front page</td>
</tr>
</tbody>
</table>

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) = $  
Additional Rooms (Rates & Fees) = $  
Use of Kitchen (Rates & Fees) = $  
Refreshment Fee (Rates & Fees) = $  
Gymnasium Rental Fee = $  
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) = $  
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: May 20, 2014