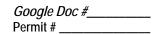
CA#	(Insurance verification)
Expiration Date	





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)

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
	Yes □ No \$ 9. Will food	sales be conducted? Ye	s 🗌 No 10. No. Participants:	Adult Youth
☐ Auditorium ☐ Kite☐ ☐ Gymnasium ☐ Mee 12. Is this a Fundraiser? ☐ 15. Rental: ☐ Yes ☐ ☐ 16. Moon Bounce ☐ Yes	ting Room	☐ Baseball Diamond # ☐ Picnic Area # ments Served? ☐ Yes ☐ I es# Company	Field #	ents? Yes No
Contact Name	_ No Company 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				
	at this event may need insurance, pla			a cancept. In 105
HOLD HARMLESS/WAIVER Permittee hereby expressly agr volunteers shall not be responsi invitees, or either party's property PERMITTEE HEREBY ASSUME Arising out of said activities. Per may arise from Permittee's cond City or its officers, agencies, emp PERMITTEE HERBY REPRES Permittee is aware of the condit reviewed this document, underst THE SALE, SERVING AND COI	ees on its behalf and that of its dependen ible or liable for any injury (physical or mery incurred while Permittee is exercising the attempt of the property incurred while Permittee is exercising the attempt of the property incurred while particle is exercising the attempt of the property incurred while particle is property in the	ts, heirs, assigns and legal reprental), death, damage, loss or experimental, death, damage, loss or experimental, and the series of the serie	sentatives: That the City of Los Arense (including legal costs and reas activities related thereto. DR PROPERTY DAMAGE encies, employees, and volunteers factivities. However, neither the wait on. Permittee agrees to abide by a	ageles, its officers, agencies, employees and conable attorney fees) either to Permittee, its from all loss or liability, actual or alleged, that wer nor the indemnity agreement exempts the ll safety regulations. Permittee has carefully HIBITED. (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+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally : Open Closed Staff Coverage Required: Yes No	
*Leagues, competitive sports, activity involves risk, or large event/number CAO # / Ins Is Insurance Required : Yes No of people.	urance verification Top of
Fees: Regular Permit Fee Generating Permit Group Exempt from fees? Yes No If yes - Exemption number Proof of Non Profit status attached	
Basic Room Fee (1st 3 hours) = 5	5
No. Staff # of hours Needed x requested = Total Staff Hrs x Hourly rate \$ = 5	;
X Hourly Additional Hours Needed (Rates & Fees) 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 (<i>MRP #</i>)	= \$
☐ Moon Bounce Fee (Special Fund)	= _ \$
☐ Center 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
**PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent R	equired
Approval of Principal Maintenance Supervisor	Date
Approval of Superintendent	Date
Comments:	