

City of Los Angeles Department of Recreation and Parks
Rustic Canyon Recreation Center
601 Latimer Road, Santa Monica, CA 90402
310-454-5734 office 310-575-8015 fax
rusticcanyon.rc@lacity.org

RUSTIC CANYON RECREATION CENTER PERMIT INFORMATION

For information on availability please call Rustic Canyon RC at (310) 454-5734 or e-mail us at rusticcanyon.rc@lacity.org
Permit Applications are available online at www.laparks.org/dos/reccenter/facility/rusticCanyonRC.htm

OUTDOOR AREAS AVAILABLE FOR PERMIT

PICNIC PERMITS

There are three (3) picnic areas available. We have two picnic areas that hold up to 50 people in each area as well as one that accommodates up to 100. Reservations are required for any of the picnic areas. **Groups are considered 10 people or more.** If you wish to reserve a picnic area, please submit a permit application a minimum of 14 business days in advance. For more information on Picnics, please contact the office for availability.

BASEBALL FIELD & ATHLETIC FIELD

We have one small baseball diamond available for rental. Due to the size of the field, we will not be able to accommodate adult softball or baseball leagues. Any organized or team sports activity will require an official City Permit and insurance including organized pick-up games. All insurance must be registered at Track4LA.lacity.org If you wish to reserve the field, please submit a permit application a minimum of 14 business days in advance.

OUTDOOR BASKETBALL COURT

We have one outdoor basketball for rental. Any organized league games, private instruction or clinics or use for parties, will require an official City Permit and insurance. All insurance must be registered at Track4LA.lacity.org. If you wish to reserve the court, please submit a permit application a minimum of 14 business days in advance.

TENNIS COURTS

Tennis courts are available on a first come-first serve basis when not under an official City permit or class programming. **PRIVATE INSTRUCTION IS NOT ALLOWED.**

GENERAL RULES AND INFORMATION FOR ALL PERMITS:

- 1) Rustic Canyon Recreation Center operates under the policies of the City of Los Angeles Department of Recreation and Parks.
- 2) Permits are issued during park operating hours only.
 - Sundays 10am-4pm
 - Monday – Thursday 9am – 9pm
 - Friday 9am – 5pm
 - Saturday 9:30am-4:30pm
- 3) Moon Bounces and Live Animal Shows are not permitted.
- 4) Due to our fire zone, it is prohibited to bring gas grills, personal charcoal barbeques, or any open flame equipment.
- 5) Permit Applications must be submitted by someone 18 years of age or older. Only forms of payment accepted checks and money orders. Permit applications are just that, applications. They do not guarantee official use. Official Use Permits will be sent by the Valley Shoreline District Office.
- 6) Cancellation Policies:

When cancelling an entire permit, patron’s must fill out a **Permit Refund Form**. Deductions of fees are the following.

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| • Cancellation 91 Days or More Prior from the Event | 10% of the Rental Fees Withheld |
| • Cancellation 61 – 90 Days Prior from the Event | 20% of the Rental Fees Withheld |
| • Cancellation 31 – 60 Days Prior from the Event | 30% of the Rental Fees Withheld |
| • Cancellation 15 - 30 Days Prior from the Event | 40% of the Rental Fees Withheld |
| • Cancellation 14 Days or Less Prior from the Event | 100% of the Rental Fees Withheld |

Credits nor refunds are issued for no shows or last minute cancellations. If you do not use your reserved time, you will lose it. You may not exchange times or days for no shows. Credits will be given for rain out days. A rain out day is determined by the center.

- 7) All payments must be received 72 hours after receipt of your confirmation e-mail from the Rustic Canyon Permit Coordinator. If we do not receive payment by the third day, your permit application will be null and void and a new application must be submitted. Sundays do not count. Remember permits take 14 business days to process. Payments cannot be made on the start day of your permit. **Payments must be made prior to the start date.**
- 8) All Permit refunds, changes or transfer requests must be made in writing using proper forms. Fees may apply.
- 9) If instructing on our facilities, permittees must have current insurance on file and registered on track4la.lacity.org. It is your responsibility to provide us with current insurance. No insurance no permit.

10) All permit applications, and other park forms may be found online at www.laparks.org/dos/reccenter/facility/rusticCanyonRC.htm

LOS ANGELES CITY MUNICIPAL CODE & PARK REGULATIONS:

- 1) NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE IN THE PARK (L.A.M.C. 63.41.27C).
- 2) VEHICLES ARE PROHIBITED EXCEPT IN THE DRIVEWAY AND PARKING LOT. PARKING IN RED ZONE LANES, AND UNDESIGNATED PARKING PLACES IS PROHIBITED.
- 3) ANY VEHICLES REMAINING IN PARKING LOT WHEN THE CENTER CLOSES WILL BE LOCKED IN AND/OR CITED. IT IS THE RESPONSABILITY OF THE PERMITTEE TO KNOW CLOSING TIMES.
- 4) VEHICLES ARE PROHIBITED IN THE LOWER SECTION OF THE PARK.
- 5) NO SCOOTERS, BICYCLES, SKATEBOARDS, OR ROLLERBLADES ALLOWED (L.A.M.C. 63.44B.7)
- 6) ALL DOGS MUST BE ON A LEASH (L.A.M.C. 63.55); DOG DEFECACTION MUST BE REMOVED IMMEDIATELY BY OWNER (L.A.M.C. #C 53.49).
- 7) NO CLIMBING IN TREES.
- 8) NO PERSON SHALL RENT OR OFFER FOR RENT, SELL OR OFFER FOR SALE ANY COMMERCIAL MERCHANDISE OR ANY ITEM OF ANY KIND WHATSOEVER, OR PRACTICE, CARRY ON, CONDUCT OR SOLICIT ANY TRADE, OCCUPATION OR BUSINESS PROFESSION.
- 9) STRUCTURES INCLUDING STAGES, TENTS, TABLES, MOON BOUNCES, BARBECUES, ETC. ARE PROHIBITED.
- 10) ANIMAL RIDES AND REPTILE SHOWS ARE NOT ALLOWED.
- 11) NO PORTABLE GENERATORS ARE ALLOWED AND NO ELECTRICAL HOOK UPS ARE AVAILABLE.
- 12) IT IS ILLEGAL TO CONDUCT SALES OF ANY KIND OR TO EXCHANGE TICKETS FOR MERCHANDISE, DISTRIBUTE ATTENDANCE PRIZES, OR HOLD RAFFLES. AUCTIONS (INCLUDING BINGO) ARE NOT ALLOWED.
- 13) NO PORTABLE BARBEQUES ARE ALLOWED DUE TO SANTA MONICA CANYON FIRE ZONE LAWS.
- 14) NO AMPLIFIED SOUND.

PERMITS ARE NOT ISSUED FOR HOLIDAYS OR WHEN THE CENTER IS CLOSED

Recreation center programs have priority for all facility use.