



SHATTO RECREATION CENTER

PERMIT POLICY



Facility Hours of Operation:

Monday - Friday... 10am - 10pm

Saturday... 9am - 5pm

Sunday: Closed/Permit Group(s)

50% deposit or full payment is due at time of application submission.

\$100 refundable deposit. \$100 refundable deposit is not included in the 50% deposit.

Full payment due 2 weeks prior to event date.

Reservations may not exceed 1 year from reservation date and no less than 10 business days.

Set up & clean up are NOT included in the "event" time. Set up & clean up times must be added to your permit.

No food or beverages (except water) is allowed inside the gym.

Food & beverages are ONLY allowed on the tiled/laminated floor areas.

Permit Group is responsible for their event set up/clean up AND must leave the property as found; rented Shatto RC chairs and tables must be put away by the Permit Group.

Staff will open doors & closets for areas that will be used and where items are stored for your use. Areas that are not included or specified on your permit application, prior to the event, will remain closed.

Staff will be the person to guide the permit group in the event of an emergency.

No parking in "STAFF ONLY" parking or in unmarked parking stalls/areas (cars will be ticketed & towed at owner's expense).

ALL Media (banners, signs, curtains, outside rented tables, chairs & lights) must be removed from Park property at the end of the event; same day/evening.

Only LA City approved Moonbouncers are allowed on Shatto RC Park Property.

EVENT ATTENDANCE:

CANCELLATION:

- 50-100 = 2 Staff
- 101-200 = 3 Staff
- 201-300 = 3 Staff
- 301-500 = 4 Staff

- 91 days prior to event 10% of rental fees.
- 90 - 61 days prior to event 20% of rental fees.
- 31 - 60 days prior to event..... 30% of rental fees.
- 30 days prior to event 40% of rental fees.

SIGNATURE: _____

DATE: _____