

CA# _____ (Insurance verification)
Expiration Date _____

Google Doc # _____
Permit # _____
Payment update: Yes ___ No ___



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)

1. 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

<u>Day(s)</u>	<u>Month/Date(s)</u>	<u>Time(s)</u>	
Sunday	_____	_____	to _____
Monday	_____	_____	to _____
Tuesday	_____	_____	to _____
Wednesday	_____	_____	to _____
Thursday	_____	_____	to _____
Friday	_____	_____	to _____
Saturday	_____	_____	to _____

8. Charging Fee(s)? Yes No \$ _____ 9. Will food sales be conducted? Yes No 10. # Participants: Adult _____ Youth _____

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

12. Is this a Fundraiser? Yes No 13. Refreshments Served? Yes No 14. Canopies/Tents? Yes No

15. Center Rental Company Rental Company Name: _____ Chairs:# _____ Tables:# _____ Insurance #: _____

16. Moon Bounce Yes No Company Name _____

Moon bounce CA # (Insurance verification) _____ Expiration Date: _____ Phone No. _____

17. Will you require electrical set-ups? Yes No 18. Will you be erecting/assembling any structure larger than a 10 x 10 canopy? Yes No

19. 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 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+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally : Open Closed Staff Coverage Required: Yes No

Is Insurance Required : Yes No *Leagues, competitive sports, activity involves risk, or large event/number of people. CAO # / Insurance verification Top of front page

Fees: Regular Permit Fee Generating Permit Group Exempt from fees? Yes No If yes - Exemption number _____ Proof of Non-Profit status attached Yes No

No. Staff Needed x # of hours requested = Total Staff Hrs x Hourly rate \$ = \$

Basic Room Fee (hourly rate) # of hours requested x Hourly rate \$ = \$

Additional Rooms Time(s): # of hours requested x Hourly rate \$ = \$

Use of Kitchen (Rates & Fees) = \$

Indoor Refreshment Fee (Rates & Fees) = \$

Field Rental Fee: Daylight Use Hours x Hourly rate \$ = \$

Field Lights used Hours x Hourly rate \$ = \$

Gymnasium Rental Fee: Hours x Hourly rate \$ = \$

Scoreboard use = \$

Picnic Reservation Fee: 1-50 51-100 101-200 201-400**see note 201-400**see note = \$

Non-Refundable Picnic Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account) = \$

Moon Bounce Fee (100% Center MRP) = \$

Center Rental: Chairs # = \$ Tables # = \$ = \$

Utility Hookup Fee = \$

Other Charges (Explain) = \$

Clean-up Breakage 100% or 80% Refundable Deposit: Receipt No. _____ Date: _____ = \$

TOTAL CHARGES with Deposit: = \$

LESS PAYMENT: Receipt No. _____ Date: _____ = \$

Balance Due By (date): _____ **TOTAL BALANCE DUE:** = \$

Less additional payments(dates) _____

Receipt # / Amount: R# _____ \$ _____ R# _____ \$ _____ R# _____ \$ _____ Total: = \$

Total After Additional Payments = \$

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 Required
**Special Event long Form may be Required

Approval of Principal Maintenance Supervisor _____ Date _____

Approval of Superintendent _____ Date _____

Comments: _____



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:

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

CANCELLATION:

- 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: 11

