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

5. Contact
   Evening (____) Cell (____) e-mail

6. Type of Event

7. Date and Time of Event
<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Month/Date(s)</th>
<th>Time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday</td>
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</tbody>
</table>

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 #
   ☐ Gymnasium  ☐ Meeting Room  ☐ Utility Hookup  ☐ Picnic Area #
   ☐ Other  ☐ 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/ assemblies 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 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. (MCS3.44)

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee: ___________________________ Date ____________

Revised September 2019
**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.

<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></td>
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</tr>
</tbody>
</table>

- **Leagues, competitive sports, activity involves risk, or large event/number of people.**

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Regular Permit</th>
<th>Fee Generating Permit</th>
<th>Group Exempt from fees?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAO # / Insurance verification Top of front page</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Staff Needed</th>
<th># of hours requested</th>
<th>Total Staff Hrs</th>
<th>Hourly rate</th>
<th>$</th>
</tr>
</thead>
</table>

- **Basic Room Fee (hourly rate)**
  - # of hours requested
  - Hourly rate
  - $ |

- **Additional Rooms**
  - Time(s):
  - # of hours requested
  - Hourly rate
  - $ |

- **Use of Kitchen (Rates & Fees)**
  - $ |

- **Indoor Refreshment Fee (Rates & Fees)**
  - $ |

- **Field Rental Fee:**
  - Daylight Use
  - Hours
  - Hourly rate
  - $ |
  - Field Lights used
  - Hours
  - Hourly rate
  - $ |

- **Gymnasium Rental Fee:**
  - Hours
  - 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**

- **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:**

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Revised September 2019
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  91 days prior to event ..................... 10% of rental fees.
101-200 = 3 Staff  90 - 61 days prior to event ................ 20% of rental fees.
201-300 = 3 Staff  31 - 60 days prior to event ................ 30% of rental fees.
301-500 = 4 Staff  30 days prior to event ..................... 40% of rental fees.

SIGNATURE: ____________________________ DATE: 1/1