

### CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

### PERMITTEE CHECKLIST: FOR A FACILITY USE PERMIT

Thank you for choosing the City of Los Angeles Recreation and Parks facilities for your event. To ensure your permit is processed and approved in a timely manner, please review and complete the following checklist. Please note, that submitting a completed packet is not a finalized permit.

# Completed Facility Use Application

- All pages must be filled out, signed and returned to the facility at least <u>three weeks prior</u> (minimum) to the event date.
- Valid Insurance Policy
  - Must be uploaded and verified through KwikComply.org
- All applicable fees paid in full
- Large Special Events

Festivals, Community Fairs, Concerts, etc.) require a separate Special Event Application and additional approvals. (200+)

## Permit must be submitted by:

(date)

You will receive the **official** and **approved** permit from the facility once all items in this packet have been reviewed and verified.

We appreciate your cooperation and attention to these requirements. Following these steps helps us ensure your event runs smoothly and safely. For questions or additional information, please contact your Recreation Center directly.

Thank you for visiting and using our City of Los Angeles Recreation Centers!

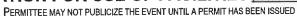
CA#	(Insurance verification)
Expiration Date	

Permit #	
Payment update:	Yes <u></u> No□



#### City of Los Angeles • Department of Recreation and Parks

#### APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)





AND DE	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				
6. Type of Event					
7. Date and Time of Event <u>Day(s)</u>	Month/Date(s)		Time(s)		
<b>^</b>	Monthibatolol			to	
Monday				to	
				to	
Wednesday				to	
Thursday				to	
Friday				to	
Saturday				to	
•	/es ☐ No _\$ 9. Will food sale	es be conducted? 🔲 Yes 🗖 No	10. # Participants: A	Adult Youth	
Auditorium Kitc	ting Room Utility Hookup Pio	nts Served? Yes No	Field #	s?☐Yes☐ No Insurance #:	
16. Moon Bounce Yes					
_	nce 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	at this event may need insurance, please c	heck 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.					
PERMITTTEE 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 t	his application are complete and correct.				
Signature of Applicant/l	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	I la company de la company
*Leagues, competitive sports, activity involves risk, or large CAO # front page   Is Insurance Required : Yes No event/number of people.	/ Insurance verification Top of age
Fees: Regular Permit Fee Generating Permit Group Exempt from fees? Yes No If yes - Exemption number Proof of Non-Profit status attacks	ched 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 \$	= \$
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 \$	= \$
Tennis Court / 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	re = \$
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 Deposi	it: = \$
LESS PAYMENT: Receipt No Date:	= \$
Balance Due By (date): TOTAL BALANCE DUE  Less additional payments(dates)	E: = , <u>\$</u>
Receipt # / Amount: R# \$ R# \$ Tota	nl: =\$
Total After Additional Payment	ts = _\$
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 Superintende	Date
**Special Event long Form may be Required	nic resquired
Approval of Principal Maintenance Supervisor	Date
Approval of Superintendent	Date
Comments:	

#### REFUNDABLE DEPOSIT

-More than 2 weeks prior to the event (50% Refund of Fees)
-Less than 2 weeks prior to the event (No Refund of Fees)