



## 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 **three weeks prior** (minimum) to the event date.

☐ **Valid Insurance Policy**

- Must be uploaded and verified through [KwikComply.org](https://www.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 ☐ 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  

Day(s)	Month/Date(s)	Time(s)
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 AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)**

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

Signature of Applicant/Permittee: \_\_\_\_\_ Date \_\_\_\_\_

Revised October 2025

# 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 Group Exempt from fees? ☐ Yes ☐ No  
If yes - Exemption number

Proof of Non-Profit status attached ☐ Yes ☐ No

<input type="checkbox"/> No. Staff Needed	x	# of hours requested	=	Total Staff Hrs	x	Hourly rate	\$	=	\$
<input type="checkbox"/> Basic Room Fee (hourly rate)		# of hours requested	x	Hourly rate	\$			=	\$
<input type="checkbox"/> Additional Rooms	Time(s):	# of hours requested	x	Hourly rate	\$			=	\$
<input type="checkbox"/> Use of Kitchen (Rates & Fees)								=	\$
<input type="checkbox"/> Indoor Refreshment Fee (Rates & Fees)								=	\$
<input type="checkbox"/> Field Rental Fee: Daylight Use		Hours	x	Hourly rate	\$			=	\$
<input type="checkbox"/> Field Lights used		Hours	x	Hourly rate	\$			=	\$
<input type="checkbox"/> Tennis Court / Gymnasium Rental Fee:		Hours	x	Hourly rate	\$			=	\$
<input type="checkbox"/> Scoreboard use								=	\$
<input type="checkbox"/> Picnic Reservation Fee:	<input type="checkbox"/> 1-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-200 <input type="checkbox"/> 201-400**see note <input type="checkbox"/> 201-400**see note							=	\$
<input type="checkbox"/> Non-Refundable Picnic Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account)								=	\$
<input type="checkbox"/> Moon Bounce Fee (100% Center MRP)								=	\$
<input type="checkbox"/> Center Rental: <input type="checkbox"/> Chairs # = \$ <input type="checkbox"/> Tables # = \$								=	\$
<input type="checkbox"/> Utility Hookup Fee								=	\$
<input type="checkbox"/> Other Charges (Explain)								=	\$
<input type="checkbox"/> Clean-up Breakage 100% <input type="checkbox"/> or 80% <input type="checkbox"/> 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: \_\_\_\_\_

## 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)

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