



FACILITY RENTAL INFORMATION

FACILITY USE FEES

Reservations must be made at least three weeks prior to the event. No permits will be granted after this frame of time.

Reservations require a Full Deposit to be secured.

	<u>BASIC RATE</u>		<u>INCOME GENERATING RATE</u>	
	First 4 hours	Each additional hour	First 4 hours	Each additional hour
BUILDING	\$500	\$100	\$1000	\$200
KITCHEN	\$75	-	-	-
LOUNGE	\$75	-	-	-

MAINTENANCE DEPOSIT

A \$500 deposit is required. 20% is a non-refundable maintenance fee. 80% of the deposit (\$400) will be refunded **given that there are no damages and no rules broken.**

STAFF FEES - \$30 PER HOUR

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staff, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

CANCELLATION FEE

More than 2 weeks prior to the event - 50% refund of fees

Less than 2 weeks prior to the event - NO REFUND

ADDITIONAL CHARGES

PUBLIC ADDRESS SYSTEM SET UP FEE - \$75.00

RESERVATION PROCESS

- **Must request 3 weeks in advance.**
- E-mail Kirstin.Zullo@lacity.org to request application paperwork.
- Fill out and email paperwork back.
- Date is saved once paperwork is approved.
- Will be contacted to pay online - Visa/MasterCard only

FACILITY RENTAL AGREEMENT

RESERVATION POLICIES

Facility Rentals are handled by the Facility Director only.

Please reach out with any questions to Kirstin.Zullo@lacity.org

Availability is determined seasonally due to park activities and recurring permit group priority. Permits must be signed by a representative (18 years or older) in charge of the group. Permittee must be present at the event, and is responsible for the conduct of the group as well as for any damages caused by the group. For groups composed primarily of minors, please ensure proper supervision for the safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of park patrons.

REFUND POLICY

More than two weeks before the event: 50% of Facility Usage Fees Refunded

Less than two weeks before the event: NO REFUND

If you need to request a refund please email Kirstin.Zullo@lacity.org

Once a permit is paid for, no adjustments can be made to the date(s) or time(s).

In the case of cancellation, permit holder will receive a full refund.

REGULATIONS

NOTE: There is no electricity available for Facility Rental Groups

LOS ANGELES MUNICIPAL CODE SECTION 63.44 PROHIBITS:

- ALCOHOLIC BEVERAGES
- GAMBLING
- LITTERING
- AMPLIFIED MUSIC/SOUND
- POSTING OF SIGNS
- UNLEASHED DOGS
- SMOKING

WESTCHESTER SENIOR CENTER PROHIBITS:

- MOON BOUNCES
- GENERATORS
- PERSONAL BBQS OR GAS POWERED COOKING EQUIPMENT
- STAKING ANYTHING INTO THE GROUND
- USE OF KITCHEN STOVE / OVEN FOR COOKING
- DRIVING/PARKING ON GRASS, WALKWAYS, or PARK GROUNDS
- TENTS OR CANOPIES LARGER THAN 10'x10'

NOTE: Failure to meet the conditions outlined in this agreement will result in the forfeiture of the deposit

PARKING: Parking is available on a first come first serve basis. There is absolutely NO coning off of areas/saving parking spots, no parking in red/yellow zones, no double parking at any time, no parking in designated staff spaces. Violators will be cited and/or towed. Staff will be present to monitor group size and conduct. It is the responsibility of the person initiating the reservation to inform all members of the group of these rules and regulations.

ANY VIOLATION OF THE ABOVE STATED RULES MAY RESULT IN CANCELLATION OF PERMIT AND FORFEITURE OF FUTURE PERMIT USE OF PARK AREAS.

I have read and agree to all of the policies listed above.

Permittee Signature: _____ Date: _____