

**City of Los Angeles
Department of Recreation and Parks**



Right of Entry (ROE) Questionnaire

PLEASE ALLOW A MINIMUM OF TWO (2) WEEKS TO PROCESS YOUR REQUEST.

Any project over a year in term requires Board of Recreation and Parks Commissioners' approval.
Permittee shall obtain, at its own expense, any permits or licenses that may be required in connection with its operations.

Name of Person, Company, or Government Agency Requesting

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Permittee Contact Information

The permittee is the organization conducting the work. In most cases, this would be the contractor.

Name		Title	
Address			
Phone		Cell	
Email		Other	

ROE Location

Please attach a site map with the project area clearly marked, including ingress and egress points.

Park Name	
Park Address	

Project Details

If you are unsure about your term dates, please provide your best estimate, allowing for a minimum of two weeks for processing. Reminder that any term over a year in length requires Board approval

Term Start		Term End	
Times of Operation			
Purpose or Scope of Work <i>Include the number of people to be on site, number/type of vehicles or any other machinery. In general, the more details provided, the better.</i>			

Permittee Insurance

Contact the City Administrator's Office (CAO) to process your insurance at [KwikComply](#)

Insured Name		Certificate Approval #	
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