



APPLICATION FOR USE OF FACILITIES

This is not a permit



Please review and complete items 1–10, and sign the document in the applicant signature section.

- 1. Recreation Center _____
- 2. Name of Organization _____ 3. Representative Name _____
- 4. Mailing Address _____ City _____ Zip _____
- 5. Contact Info Day () _____ Cell () _____ E-mail _____
- 6. Type of Event _____ 7. # of Participants: Adult _____ Youth _____

| <u>Days</u> | <u>Date(s)</u> | <u>Time(s)</u> |
|-------------|----------------|----------------|
| Sunday | _____ | _____ to _____ |
| Monday | _____ | _____ to _____ |
| Tuesday | _____ | _____ to _____ |
| Wednesday | _____ | _____ to _____ |
| Thursday | _____ | _____ to _____ |
| Friday | _____ | _____ to _____ |
| Saturday | _____ | _____ to _____ |

8. Facilities (check all that apply)
- Auditorium
 Meeting Room
 Synthetic Field # _____
 Tennis Ct # _____
 Ball Diamond # _____
 Natural Grass Field # _____
 Gymnasium
 Use of Kitchen
 Outdoor Basketball Ct
 Picnic Area # _____
 Pickleball Ct # _____
 Open Space Area _____

9. Services / Equipment (check all that apply)
- Volleyball System Rental
 Gym Scoreboard Rental
 Batting Cage Rental
 Ball Diamond Base Rental: Diamond Qty _____
 Inflatables Size:
 15x15 feet or smaller - Qty _____
 16x16 feet or larger - Qty _____
 Company Name _____
 Utility Hook Up:
 Water
 Electricity
 Refreshments (apply for indoor use only):
 Yes
 No
 Chairs: Qty _____
 Tables: Qty _____
 Recreation Center Rental OR
 Company Rental/Other
 Company Name _____

10. Additional Information (check all that apply)
- Charging fee(s)?:
 Yes
 No
 Is this a fundraiser?:
 Yes
 No
 Will food sales be conducted?:
 Yes
 No
 Canopies: Quantity _____
 Dimensions _____
 Company Name _____

This event may also require insurance, please check with facility staff. Additional documentation may be required for events involving 201 or more participants.

HOLD HARMLESS/WAIVER OF DAMAGES:

Permittee, on behalf of itself and its agents, heirs, assigns, and legal representatives, hereby agrees to defend, indemnify, and hold harmless the City of Los Angeles, and any of its boards, officers, agents, employees, volunteers, assigns and successors in interest (City) from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature (including but not limited to personal injury, death, or property damage) arising out of or in any way connected with the Permittee's activities, except for the active negligence or willful misconduct of the City.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE:

Arising out of or in any way connected with the permitted activities. Permittee agrees to indemnify, defend, and hold harmless the City of Los Angeles, and any of its boards, officers, agents, employees, volunteers, assigns and successors in interest (City) from and against any and all claims, demands, losses, defense costs or liability arising out of or in any way related to the exercise of this permit, except for the active negligence or willful misconduct of the City.

PERMITTEE HEREBY REPRESENTS THAT:

Permittee has inspected the public premises, finds them suitable for the permitted activities, and accepts them in their "as-is" condition. Permittee agrees to abide by federal, state, and local laws, including Department of Recreation and Parks 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 the information provided on this application is true, complete, and accurate to the best of my knowledge, and I agree to abide by all applicable terms, conditions, and regulations.

Signature of Applicant / Permittee _____ Date _____



FACILITY RENTAL AGREEMENT

To request an Application for Use of Facilities: bit.ly/chpermit
The date requested must be at least three (3) weeks from today's date.
 No exceptions will be made.

RULES & REGULATIONS

Cheviot Hills RC DOES NOT have availability to rent out the following facilities:

- Indoor Recreation Rooms
- Indoor or Outdoor Basketball Courts
- Diamonds 4 or 5 (fenced in diamonds)
- Parking Lots
- Large Special Events (i.e. Carnivals, Movie Nights, Concerts or Outdoor Performances)

Parking:

- Parking is first come first serve
- NO coning off of areas/saving parking spots
- No parking in red/yellow zones
- No double parking
- No parking in designated staff spaces
- No parking in the tennis court parking lot.
- Violators will be cited or towed.

LOS ANGELES MUNICIPAL CODE PROHIBITS:

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



CHEVIOT HILLS RC PROHIBITS:

- MOON BOUNCES
- FOOD OR GAME TRUCKS
- ELECTRICAL OR UTILITY HOOKUPS
- GENERATORS
- PERSONAL BBQS OR GAS POWERED COOKING EQUIPMENT
- STAKING ANYTHING INTO THE GROUND
- ANIMAL ATTRACTIONS
- DRIVING OR PARKING ON GRASS OR WALKWAYS
- TENTS OR CANOPIES LARGER THAN 10'X10

REFUND POLICY

Once a permit is paid for, no adjustments can be made to the date(s) or time(s). In the event of inclement weather, a full refund will be issued, or the permit can be rescheduled for an alternative date if available. Must be rescheduled within 2 weeks, or else a refund will be issued. Permittee is responsible for reaching out to the permit coordinator to request a refund or reschedule.

A Refund Request Form is available on our website or can be requested from amy.farkas@lacity.org

| | |
|---|----------------------|
| \$25 Permit Application Fee | Non-Refundable |
| Requests 28 days or more prior to event | 85% of fees refunded |
| Requests 14-27 days prior to event | 50% of fees refunded |
| Requests 13 days or less prior to event | No fees refunded |

RESERVATION POLICIES

Facility Rentals are handled by the permit coordinator(s) only. 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. 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: _____