

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 APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

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: _____