



City of Los Angeles Department of Recreation and Parks

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 AMPLIFYING 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 _____

CA # _____ (Insurance Verification on KwikComply)

Permit No. _____

Expiration Date _____

FOR DEPARTMENT USE ONLY

Application for Use of Facilities must be completed and submitted to the District Supervisor for approval, along with full payment of all applicable fees, no later than two (2) weeks prior to the event. **Applications for Special Events** must be completed and submitted to the District Supervisor for approval at least twelve (12) weeks in advance of the event. Reservations may be secured with a 50% deposit of the total fees. Balance must be paid in full 30 days prior to the event.

Facility Is Normally: ☐ Open ☐ Closed **Staff Coverage Required:** ☐ Yes ☐ No **Insurance Required:** ☐ Yes ☐ No

Sports Group: ☐ Adult ☐ Youth: ☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Basic Hourly Rate ☐ Income Generating Activity

Group Exempt from Fees: ☐ Yes ☐ No **Group / Agency Name:** _____

☐ **Use of Facilities Application Fee (\$25):** All applications except Picnics = \$ _____

☐ **Room Rental:** # of rooms: _____ X # of hours: _____ X hourly rate: \$ _____ = \$ _____

☐ **Use of Kitchen (\$90)** ☐ **Indoor Refreshment (\$25)** = \$ _____

☐ **Picnic: Group Size** ☐ 1-50 ☐ 51-100 ☐ 101-200 **Picnic Reservation Fee (\$25 per area)** = \$ _____

☐ **Moonbounce / Inflatables:** ☐ 15x15 feet or smaller (\$30 per) - Qty _____ ☐ 16x16 feet or larger (\$50 per) - Qty _____ = \$ _____

☐ **Staff Fees:** # of staff: _____ X # of hours: _____ X hourly rate: \$ _____ = \$ _____

☐ **Gymnasium:** # of hours: _____ X hourly rate: \$ _____ = \$ _____

☐ **Scoreboard Rental (\$30)** ☐ **Volleyball System Rental (\$30)** = \$ _____

☐ **Natural Grass Field(s):** # of Daytime hours: _____ # of hours w/ Lights used: _____ = \$ _____

☐ **Synthetic Field(s):** # of Daytime hours: _____ # of hours w/ Lights used: _____ = \$ _____

☐ **Ball Diamond(s):** # of Daytime hours: _____ # of hours w/ Lights used: _____ = \$ _____

☐ **Ball Diamond Base Rental:** (\$25 per field) # of fields _____ **Batting Cage:** ☐ \$25 (team practice) ☐ \$50 (income generating) = \$ _____

☐ **Pickleball Court(s):** # of courts: _____ X # of hours: _____ X hourly rate: \$ _____ = \$ _____

☐ **Tennis Court(s):** # of courts: _____ X # of hours: _____ X hourly rate: \$ _____ = \$ _____

☐ **Outdoor Basketball Court(s):** # of Daytime hours: _____ # of hours w/ Lights: _____ = \$ _____

☐ **Open Space – Outdoor (Exclusive Use)** = \$ _____

☐ **Parking Lot / Space Fee:** ☐ Basic Rate (\$4 per) - Qty _____ ☐ Income Generating (\$10 per) - Qty _____ = \$ _____

☐ **Chair Rental:** \$ _____ ☐ **Table Rental:** \$ _____ **Utility Hook Up:** (\$75 each) ☐ Water ☐ Electricity _____ = \$ _____

☐ **Other Charges (Explain)** _____ = \$ _____

☐ **Refundable Maintenance Security Deposit** (charge if not on file) _____ = \$ _____

Refundable Deposit Paid (list Receipt # if on file) _____ Date _____

Total Amount Due = \$ _____

Payment Receipt # _____ **Date** _____ **Amount Paid** = \$ _____

Remaining Balance Due By _____ **Balance** = \$ _____

Approval Director-in-Charge _____ **Date** _____

Approval District Supervisor _____ **Date** _____

Approval Principal Recreation Supervisor _____ **Date** _____

NOTE: For events (201 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Signature Required

Approval Principal Maintenance Supervisor _____ **Date** _____

Approval Recreation Superintendent _____ **Date** _____

Comments:

