

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 AMPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

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

Signature of Applicant/Permittee: _____ Date _____

Revised October 2025

TO BE COMPLETED BY DIRECTOR IN CHARGE

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH ALL FEES PAID IN FULL OR RESERVATIONS REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL). ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE TWO WEEKS PRIOR TO EVENT. SPECIAL EVENTS WITH 200+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally : ☐ Open ☐ Closed Staff Coverage Required: ☐ Yes ☐ No

Is Insurance Required : ☐ Yes ☐ No *Leagues, competitive sports, activity involves risk, or large event/number of people.

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Fees: ☐ Regular Permit ☐ Fee Generating Permit

Group Exempt from fees? ☐ Yes ☐ No
If yes - Exemption number _____

Proof of Non-Profit status attached ☐ Yes ☐ No

☐ No. Staff Needed x # of hours requested = Total Staff Hrs x Hourly rate \$ = \$

☐ Basic Room Fee (hourly rate) # of hours requested x Hourly rate \$ = \$

☐ Additional Rooms Time(s): # of hours requested x Hourly rate \$ = \$

☐ Use of Kitchen (Rates & Fees) = \$

☐ Indoor Refreshment Fee (Rates & Fees) = \$

☐ Field Rental Fee: Daylight Use Hours x Hourly rate \$ = \$

☐ Field Lights used Hours x Hourly rate \$ = \$

☐ Tennis Court / Gymnasium Rental Fee: Hours x Hourly rate \$ = \$

☐ Scoreboard use = \$

☐ Picnic Reservation Fee: ☐ 1-50 ☐ 51-100 ☐ 101-200 ☐ 201-400**see note ☐ 201-400**see note = \$

☐ Non-Refundable Picnic Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account) = \$

☐ Moon Bounce Fee (100% Center MRP) = \$

☐ Center Rental: ☐ Chairs # = \$ ☐ Tables # = \$ = \$

☐ Utility Hookup Fee = \$

☐ Other Charges (Explain) = \$

☐ Clean-up Breakage 100% ☐ or 80% ☐ Refundable Deposit: Receipt No. Date: = \$

TOTAL CHARGES with Deposit: = \$

LESS PAYMENT: Receipt No. Date: = \$

Balance Due By (date): TOTAL BALANCE DUE: = \$

Less additional payments(dates)

Receipt # / Amount: R# \$ R# \$ R# \$ Total: = \$

Total After Additional Payments = \$

Approval of Director in Charge _____ Date _____

Approval of District Supervisor _____ Date _____

Approval of Principal Recreation Supervisor _____ Date _____

**PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required
**Special Event long Form may be Required

Approval of Principal Maintenance Supervisor _____ Date _____

Approval of Superintendent _____ Date _____

Comments:

REFUNDABLE DEPOSIT

- More than 2 weeks prior to the event (50% Refund of Fees)
- Less than 2 weeks prior to the event (No Refund of Fees)

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