

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	_____		
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 HEREBY 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+ REQUIRE PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally :	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	Staff Coverage Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No																																																																																																																																																																																																																																																																																																																																																																											
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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)