



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: Qty \_\_\_\_\_ Dimensions \_\_\_\_\_ Company Name \_\_\_\_\_

Additional documentation may be required for special events involving 201 or more participants.

This event may require insurance. Please check with the facility staff.

**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 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 \_\_\_\_\_

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: \_\_\_\_\_

**Application Fee (\$25)** ..... = \$ \_\_\_\_\_

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

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

**Use of Kitchen (\$90)**       **Indoor Refreshment (\$25)** ..... = \$ \_\_\_\_\_

**Picnic Non-Refundable Reservation Fee (\$25):** Mark group size:  1-50  51-100  101-200 ..... = \$ \_\_\_\_\_

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

**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:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_