

CA# _____ (Insurance verification)
Expiration Date _____

Google Doc # _____
Permit # _____



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

<u>Day(s)</u>	<u>Month/Date(s)</u>	<u>Time(s)</u>
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. # of 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. 10 x10 Canopies/Tents? ☐ Yes ☐ No # _____

15. Rental: ☐ Yes ☐ No Chairs # _____ Tables # _____ Other # _____ Company Name _____

16. Moon Bounce ☐ Yes ☐ No Company Name _____
- Contact Name _____ Phone No. _____

17. Will you require electrical set-ups? ☐ Yes ☐ No 18. Will you be erecting/assembling any structure larger than a 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 February 2023

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. CAO # / Insurance verification Top of front page

Fees: ☐ Regular Permit ☐ Fee Generating Group Exempt from fees? ☐ Yes ☐ No
 Permit If yes - Exemption number _____ Proof of Non Profit status attached ☐ Yes ☐ No

☐ Basic Room Fee (1st 3 hours) = \$ _____

☐ No. Staff Needed	x	# of hours requested	=	Total Staff Hrs	x	Hourly rate	\$	=	\$
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☐ Additional Hours Needed (Rates & Fees)	X Hourly Rate	\$	=	\$
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☐ Additional Rooms (Rates & Fees)	x	\$	x	\$	=	\$
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☐ Use of Kitchen (Rates & Fees)	=	\$
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☐ Refreshment Fee (Rates & Fees)	=	\$
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☐ Field / Gymnasium Rental Fee	Hours	x	\$	=	\$
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☐ Picnic Reservation Fee:	☐ 1-50	☐ 51-100	☐ 101-200	☐ 201-400**see note	☐ 201-400**see note	=	\$
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☐ Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account)	=	\$
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☐ Picnic Maintenance Fee (MRP # _____)	=	\$
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☐ Moon Bounce Fee (Special Fund)	=	\$ _____
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☐ Center Rental:	☐ Chairs	# _____	x	\$ _____	☐ Tables	# _____	x	\$ _____	=	\$
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☐ Utility Hookup Fee	=	\$ _____
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☐ Clean-up Breakage Refundable Deposit	Receipt No. _____	=	\$
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☐ Other Charges (Explain) _____	=	\$
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TOTAL CHARGES:	=	\$ _____
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LESS DEPOSIT:	Receipt No. _____	Date _____	=	\$
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Balance Due By:	_____	TOTAL:	=	\$
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Approval of Director In Charge _____	Date _____
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Approval of District Supervisor _____	Date _____
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Approval of Principal Recreation Supervisor _____	Date _____
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****PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required**

Approval of Principal Maintenance Supervisor _____	Date _____
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Approval of Superintendent _____	Date _____
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Comments: _____