

PERMIT RESERVATION PROCEDURES AND POLICIES

Thank you for your interest in reserving Westwood Recreation Center's facilities and services. To ensure timely processing and approval please review the following policies and procedures for reserving your groups event or activity.

How to Apply for a Permit Reservation

1. Complete and submit the [Permit Application \(Application for Use of Facilities\)](#) by emailing it to westwood.recreationcenter@lacity.org OR to our Main Office at 1350 S. Sepulveda Blvd., Los Angeles, CA 90025. A [Special Event form](#) may also be required for all large events and activities.
2. Insurance is required for all organized practices, games, personal training, etc. and must be filed on [KwikComply](#) by your insurance broker. For questions regarding the type or amount of insurance please speak to Risk Management at (213) 978-7475.
3. Fees must be paid by the deadline presented with the approval of your application. Payments may be made online or in-person by exact cash, check to City of LA or Visa/MasterCard.
4. The Official permit will be emailed and beginning January 1, 2026 all permits will receive an official Permit Pass for reserved dates and times.

Procedural Policies

- Application Deadlines: All applications must be completely submitted at least three (3) weeks prior to the start date of your permit request. Applications are accepted on a quarterly basis and will be processed within two (2) business days (Monday-Friday).
- Payment Deadline: All fees must be paid in full at least two (2) weeks prior to your event date. For large special events/activities all fees must be paid at least six (6) weeks prior to event date.
- Availability: All recreation and department programming will have first priority including but not limited to seasonal league practices/games/evals/drafts, enrichment classes, community events organized by the recreation directors, etc. Availability is seasonal and is not guaranteed until application is approved and officially processed.
- Representative Responsibilities: Must be 18 years old or older and be present for all approved dates. The permittee/representative is responsible for the conduct of the group and any damages. They are required to inform all group members and guests of these guidelines.
- Rainout days may be rescheduled based on availability or refunded for the specific date. Please include all set-up and clean-up time needed in your application.
- Refunds: No credits or refunds for missed dates by permit group. You will receive 50% of fees for more than two (2) weeks to event NO refund for cancellations less than two (2) weeks. A 15% administrative fee will apply to all refunds. Please submit your request by email.

Quarterly Application Dates

Winter (Jan/Feb/Mar)	Spring (Apr/May/June)	Summer (Jul/Aug/Sep)	Fall (Oct/Nov/Dec)
December 1, 2025	March 1, 2026	June 1, 2026	September 1, 2026

City of Los Angeles Department of Recreation and Parks Rates and Fees:

Picnics & Open Spaces			
We currently do not have a designated area for reserving outdoor picnics or gatherings on grass areas. These areas will be on a first-come, first-serve.			
Class Community Rooms			
Types of Rates	1-50 persons	51-100 persons	101-200 persons
• Regular	\$25/hour	\$40/hour	\$70/hour
• Fee-Generating	\$80/hour	\$120/hour	\$200/hour
Indoor Gymnasium			
Types of Fees	Single Court	Double Court	
• Regular	\$70/hour	\$150	
• Fee-Generating	\$150/hour	\$300/hour	
• Scoreboard	\$30/hour		
• Utility Hook-Up	\$75/hour		
Outdoor Basketball Courts			
Types of Fees	Daylight	Night	
Regular	\$35/hour per court	\$45/hour per court	
Fee-Generating	\$70/hour per court	\$90/hour per court	
Miscellaneous Areas			
• Refreshments	\$25/day indoor or outdoor		
• Kitchen	\$75/day		
Tommy's Field			
<p><i>Tommy's Field operates under a formal usage agreement that regulates how the field may be reserved and utilized. This agreement establishes specific percentage allocations for private groups, the Recreation Department, and public use to ensure fair and balanced access for the entire community. In accordance with this agreement, private organizations are not permitted to monopolize the field or reserve it in a manner that primarily serves private interests at the expense of community access. All reservation requests are reviewed and approved based on a combination of factors, including alignment with community-serving goals and adherence to the established percentage allocations set forth by the Recreation Department. This structure ensures equitable use of Tommy's Field, promotes broad community participation, and preserves the field as a shared recreational resource.</i></p>			
Types of Fees	Day (No Lights)	Night (w/Lights)	*Additional fees will apply for fee generating tournaments, etc.
Youth	\$50/hour	\$60/hour	
Adult	\$55/hour	\$65/hour	
Miscellaneous Areas			
Refreshments	\$25/day indoor or outdoor		
Kitchen	\$75/day		
Staff Fees	\$30/per hour (These fees will be charged during closed days/hours; large special events, etc.)		
Refundable	\$100		
Application Fee	\$25		
All rates and fees are determined by the City of Los Angeles Department of Recreation and Parks.			

Regulations and Restrictions

- SECTION 36.44 LOS ANGELES MUNICIPAL CODE (LAMC) PROHIBITS: No alcoholic beverages, gambling, littering, amplified music, posting signs, unleashed dogs, smoking or vaping on any City of Los Angeles premises.
- WESTWOOD POLICIES: No moon bouncers/jumpers, food/game trucks, generators, personal BBQ grills, or gas-powered cooking, staking into the ground, no animal rides/dunk tanks/petting zoos, driving on grass/turf/walkways, tents/canopies, etc./ Please email westwood.recreationcenter@lacity.org for maintenance requests that affect your application or invoicing. Please include photos if applicable.
- PARKING: Available on a first-come, first-serve basis. No coning off/saving spots, parking in red/yellow zones, double parking, staff-only spaces, or tennis court parking. Violators will be cited and towed.
- UNAUTHORIZED VEHICLES: Driving personal or utility vehicles on park grounds is not permitted. No parking in unmarked spaces or unapproved maintenance/facility work. No installing unapproved equipment or storage units.
- HOLIDAYS: There will be no permits issued on traditional and city holidays.