

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  

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. No. 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. Rental:  Yes  No Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_ 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 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 all statements on this application are complete and correct.

Signature of Applicant/Permittee: \_\_\_\_\_ Date \_\_\_\_\_



# FACILITY RENTAL AGREEMENT

## RESERVATION POLICIES

**Facility Rentals are handled by the permit coordinator(s) only.**

Please reach out with any questions to Amy.Farkas@lacity.org

Availability is determined seasonally due to park activities and recurring permit group priority. Permits must be signed by a representative (18 years or older) in charge of the group. Permittee must be present at the event, and is responsible for the conduct of the group as well as for any damages caused by the group. For groups composed primarily of minors, please ensure proper supervision for the safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of park patrons.

## REFUND POLICY

**More than two weeks before the event:** 50% of Facility Usage Fees Refunded

**Less than two weeks before the event:** NO REFUND

If you need to request a refund please email Amy.Farkas@lacity.org

**Once a permit is paid for, no adjustments can be made to the date(s) or time(s).**

In the case of rain, permit holder will receive a full refund.

## REGULATIONS

**NOTE:** There is no electricity available for Facility Rental Groups

### LOS ANGELES MUNICIPAL CODE SECTION 63.44 PROHIBITS:

- ALCOHOLIC BEVERAGES
- GAMBLING
- LITTERING
- AMPLIFIED MUSIC/SOUND
- POSTING OF SIGNS
- UNLEASHED DOGS
- SMOKING

### CHEVIOT HILLS RECREATION CENTER PROHIBITS:

- MOON BOUNCES
- FOOD OR GAME TRUCKS
- GENERATORS
- PERSONAL BBQS OR GAS POWERED COOKING EQUIPMENT
- STAKING ANYTHING INTO THE GROUND
- ANIMAL RIDES/DUNK TANKS/PETTING ZOOS
- DRIVING/PARKING ON GRASS OR WALKWAYS
- TENTS OR CANOPIES LARGER THAN 10'x10'

**PARKING:** Parking is available on a first come first serve basis. There is absolutely NO coning off of areas/saving parking spots, no parking in red/yellow zones, no double parking at any time, no parking in designated staff spaces, and no parking in the tennis court parking lot. Violators will be cited and/or towed. Staff will be present to monitor group size and conduct. It is the responsibility of the person initiating the reservation to inform all members of the group of these rules and regulations.

**ANY VIOLATION OF THE ABOVE STATED RULES MAY RESULT IN CANCELLATION OF PERMIT AND FORFEITURE OF FUTURE PERMIT USE OF PARK AREAS.**

**I have read and agree to all of the policies listed above.**

Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_