

CA# \_\_\_\_\_ (insurance verification)

PERMIT# \_\_\_\_\_

City of Los Angeles • Department of Recreation and Parks • Valley Region  
**APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)**

APPLICATIONS NOT SUBMITTED TWO WEEKS PRIOR TO EVENT, ARE SUBJECT TO A \$50.00 LATE PROCESSING FEE

PLEASE PRINT AND COMPLETE ITEMS 1 THRU 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center \_\_\_\_\_

2. Name Of Organization \_\_\_\_\_ 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. Refreshments?  Yes  No ..... No. Participants: Adult: \_\_\_\_\_ Youth: \_\_\_\_\_

9. Facilities/Services Requested (check all that apply):

- Auditorium     Kitchen     Outdoor Area     Other \_\_\_\_\_
- Gymnasium     Meeting Room     Picnic Area     Utility Hook-up     Field # \_\_\_\_\_

10. Is this a Fundraiser?  Yes  No    Will catered food be served?  Yes  No    Canopies/Tents?  Yes  No

11. Moon Bounce  Yes  No    Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_

12. Will you require electrical set-ups?  Yes  No    Will you be erecting/assembling any structures?  Yes  No

13. If you said "yes" to one or more of the above questions, your event may need insurance, 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 \_\_\_\_\_