



FACILITY USE/PERMIT INFORMATION AND POLICIES

PICNIC RATES AND FEES (Parties, Groups, etc.)

Winnetka does not have a designated picnic area for birthday parties or large group picnics and cannot guarantee reserved areas. You are welcome to host a birthday party for groups less than 50. If there is a moon bounce or jumper the company must have proof of insurance and submit to the Office of the City Administrative Officer (CAO) Risk Management at kwikcomply.org.

See reverse side for park policies and regulations.

OUTDOOR FACILITY RATES AND FEES (SOCCER, BASKETBALL, BASEBALL/SOFTBALL)

TYPE	REGULAR	FEE GENERATING
Daytime Use	35	70
Night Use (with lights)	45	90

Reservations for weekdays after 7pm and Sundays must be made through the Municipal Sports Office.

GYMNASIUM/COURT RATES AND FEES

Gymnasium Court Use	\$60.00/hourly	Scoreboard Equipment	\$60.00/hourly
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ADDITIONAL INFORMATION

Availability	Our recreation programs have first priority and jurisdiction of the facility. We will not approve any permits that conflict with our programs including but not limited to (City of Los Angeles special events, classes, clinics, practices, etc.)
Application Process	At least two (2) weeks in advance: <ol style="list-style-type: none"> 1. Complete and submit a Facility Use Permit application to our office. 2. Receive a quote of fees and available dates/facility areas 3. Pay fees online or in-person and provide proof of insurance to kwikcomply.org before deadline. 4. Receive official permit, confirmation, and park pass from our office.
Refunds	More than 2 weeks notice before event: 50% Refund Less than 2 weeks notice before event: NO REFUND In case of rain, permit holder will have the choice of either receiving a full refund or moving event to another available date.
Refundable Deposits	*A minimum \$100 refundable deposit will be required for all permits.
Filming	Please contact the Park Film Office at (323) 644-6220.
Insurance	If insurance is required, you must post online at https://kwikcomply.org/
Staff Fees	A \$30.00 per hour staff fee will be applied when the facility is normally closed.

Park Permit Policies & Patron Agreement

RESERVATION PROCEDURES

Reservations for any Winnetka open space areas, baseball diamonds, community room, or gymnasium areas must be made in person or by e-mail to the recreation center main office Monday - Friday 9:30am - 4:30. At that time, all necessary forms must be filled out completely and all fees **must be paid in exact cash, credit card or check/money or order made out to the "City of Los Angeles"**. Please call the Winnetka Main Office at (818) 756-7876 for more information. Availability is determined seasonally due to park activities and recurring permit group priority.

Permits must be signed by the person (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 damage caused by the group in the park. For groups composed primarily of minors, we suggest proper supervision to ensure safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of other park patrons.

REFUND PROCEDURES

ALL REFUND REQUESTS MUST BE MADE IN PERSON OR BY EMAIL AT THE WINNETKA RECREATION CENTER MAIN OFFICE.

REGULATIONS

SECTION 63.44 LOS ANGELES MUNICIPAL CODE PROHIBITS:

- ALCOHOLIC BEVERAGES IN ANY FORM
- GAMBLING
- LITTERING
- PLAYING AMPLIFIED SOUND
- POSTING OF SIGNS
- UNLEASHED DOGS
- SMOKING

WINNETKA RECREATION CENTER PROHIBITS:

- ANIMAL RIDES
- DISK JOCKIES
- DUNK TANKS
- PETTING ZOOS
- PERSONAL CHARCOAL BARBEQUES
- FOOD OR GAME TRUCKS (must park on the street)

PARKING: There is absolutely NO parking in RED/YELLOW ZONES, no double parking at any time and no parking in designated staff spaces. Violators will be cited and towed.

City Officials 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: _____