



FACILITY RENTAL INFORMATION

BALL DIAMONDS & GRASS AREAS



BASEBALL DIAMONDS

Diamonds 1-4:

Reservations for weekdays after 7pm and on Sundays must be made through Municipal Sports

Diamond 5:

Not available for rental

POPULAR GRASS AREAS



Applications for Ball Diamonds & Grass Areas are accepted quarterly

<u>Event Date</u>	<u>Apply Starting</u>
Jan/Feb/Mar	December 1
April/May/June	March 1
Jul/Aug/Sep	June 1
Oct/Nov/Dec	September 1

RESERVATION PROCESS

- **Must request 3 weeks in advance.**
- E-mail amy.farkas@lacity.org to request application paperwork.
- Fill out and email paperwork back.
- If you are hiring a company/vendor: The vendor's insurance broker must go to kwikcomply.org and e-submit proof of insurance. Upon completion, they will get a Certificate Approval Number - Please include this number when returning your paperwork.
- Date is saved once paperwork is approved.
- Will be contacted to pay online - Visa/MasterCard only

PRICING:

Hourly Rate/Hourly with Lights	\$35/\$45 per hour
Refundable Deposit	\$100
Add'l Sunday/Closed Fee	\$30 per hour



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

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: _____