



City of Long Beach
DEPARTMENT OF PARKS, RECREATION AND MARINE
2760 Studebaker Rd. Long Beach CA 90815
(562) 570-3111, Fax # (562) 570-3113

Instructions to Reserve a Facility

Thank you for your interest in the City of Long Beach, Department of Parks, Recreation & Marine facilities. Listed below are procedures for processing your request for reserving a facility:

1. You must be at least **21 years** of age when signing the application/permit. Please ensure that you have seen the requested facility(ies) before submitting your request. **Proof of Long Beach residency (driver's license or CA ID and current utility bill) will be required for individuals residing in Long Beach to avail of the Long Beach residence fee.**
2. Complete the attached "Application for Facility Use Permit". It is important that you answer all the questions on the application form. Information not provided may cause a delay in processing your request. **Bookings can only be made up to 6 months in advance.**
3. **Please note that completion of the application form DOES NOT confirm a guaranteed reservation.** Bookings are on a **first come first served basis**. Please read the attached "Specific Rules" and review the attached Facility Brochure.
4. Please allow set-up and clean-up time when requesting the hours of your reservation. Groups are responsible for their own set-up and clean-up.
5. Applications must be received at least **15 working days** prior to the date of the event. To avail of the Long Beach residence fee, please attach **copies of your driver's license or CA ID and a recent utility bill.** Requests made 10-14 working days prior to the event must be made in person and all fees paid for in full by cash or credit card only. Requests made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility and staff, and groups will be charged the late booking premium fee. Reservations for **teen parties (13-20 years of age) must be made at least 20 working days** prior to the date of the event and all fees paid in full.
6. To cancel a paid reservations date, twenty (20) or more working days notice prior to the event is required in order to receive a refund minus the current service charge; otherwise a refund cannot be made. If a **paid reservation that was made less than 20 working days is being canceled,** the permittee will **forfeit facility fees paid.**
7. Events that will be open to the public, a fundraising or revenue producing event, or where food will be served will require approvals from other City Departments and require reservations **45 working days in advance.**
8. Please sign and mail back the completed application form along with an initial \$375.00 deposit if booking a social hall or a \$118 deposit if booking a reservable picnic site/open space: **(Make check payable to the City of Long Beach.)**

Attn: Registration/Reservations Office
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815

You may fax in your completed application form, with your credit card number, to (562) 570-3113.

9. The initial deposit will be applied towards the required refundable security deposit. You will be notified when your request has been approved. A permit and the "Specific Rules" form will be sent to you for your signature. **You must return both the signed forms along with your payment balance by the**

due date indicated on the permit (10 calendar days after the reservation was made). Any exceptions made to the rules (less than 15 working days prior to the date of event) must be paid in full at the time the reservation is approved.

10. If the facility you requested is not available, the initial deposit will be returned to you.
11. In the event the signed permit and **payment balance** are not received by the due date, your reservation will be canceled, and you will be refunded the initial deposit less the applicable service fee.
12. The Refundable Security Deposit will be refunded back to you after the event, provided that the facility was left clean and free of damage and your group has not violated any rules or regulations.
13. Please allow at least 7 working days for your request to be processed after mailing the completed form and the initial deposit of \$375.00 if booking a social hall, or \$118 if booking a reservable picnic site/open space, to the address listed on item #8.
14. Any **changes made on the dates, times, number of attendees**, etc. after the permit has been processed will be assessed a **service fee of \$30.00 per occurrence**. Requests to extend the time of the original reservation must be a minimum of one hour, must be made and paid in full at least 10 working days prior to the event and are subject to availability of the facility and staff.
15. All payments may be in the form of cash, check, or credit card (Visa and MasterCard only). Reservations made within 15 working days or less, must be made by cash, money order/cashier's check or by credit card.
16. If you provide false information such as purpose of event, name and address of event holder(s), number of attendees, etc., the event may be canceled prior to or during the event at the discretion of City staff and will result in forfeiture of fees and deposits paid, and incur possible additional City charges. Denial of current and future applications for use of Department facilities may occur.
17. The Registration/Reservations Office is open **Monday-Friday, 8:00 a.m.-5:00 p.m.** Office phone number is **(562) 570-3111**.

To reserve an athletic field, please call the Sports Office at (562) 570-3204.