

## Application for Facility Use Permit

This application does not guarantee a reservation until approved by the Director of Department of Parks, Recreation and Marine or his/her designee. Please check the appropriate box(es) and indicate the facility requested:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Athletic Field | <input type="checkbox"/> Beaches/Waterways | <input type="checkbox"/> Community Center | <input type="checkbox"/> Gymnasium              |
| <input type="checkbox"/> Picnic Area    | <input type="checkbox"/> Special Use       | <input type="checkbox"/> Pool             | <input type="checkbox"/> Other (Please specify) |

Facility/Park Site: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Name (Individual/ Organization): \_\_\_\_\_ Email: \_\_\_\_\_  
If Organization: 501 (c)(3) \_\_\_\_\_ Private for profit \_\_\_\_\_

Contact Person/Representative: \_\_\_\_\_ Position Title: \_\_\_\_\_

**Applicant must be at least 21 years of age and will be responsible for the entire event.**

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

Start Time (SET UP): \_\_\_\_\_ End Time: \_\_\_\_\_ (12:00am Max) Total Hours Requested: \_\_\_\_\_  
*(Applicant must include set-up/decorating time and clean-up time.)*

Name of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

For birthday/graduation party, indicate age of celebrant: \_\_\_\_\_ (Two security guards will be required for teen parties.)

Number of participants: Adults \_\_\_\_\_ + Minors \_\_\_\_\_ = Total \_\_\_\_\_

**Please answer all questions correctly. Unanswered questions may delay your request.**

- |  |           |          |
|--|-----------|----------|
| 1. Is the event open or advertised to the public?                  | Yes _____ | No _____ |
| 2. Is this a car/motorcycle club?                                  | Yes _____ | No _____ |
| 3. Is this a fundraising/revenue producing event?                  | Yes _____ | No _____ |
| 4. Will there be soliciting or selling of any kind?                | Yes _____ | No _____ |
| 5. Is this an organized group, such as a club, school or business? | Yes _____ | No _____ |

**If YES on items 1, 2, 3, 4, or 5 please also complete items 16-29 on pages 3 & 4 (Special Use Information)**

- |   |           |          |
|---|-----------|----------|
| 6. Will there be a caterer to provide food for your event?<br><i>If yes, please make sure that the caterer has a Long Beach Business License.</i> | Yes _____ | No _____ |
| 7. Will this event be having some type of music?  | Yes _____ | No _____ |

Please check: Live Band \_\_\_\_\_ Disc Jockey \_\_\_\_\_ Amplified Music \_\_\_\_\_ P.A. System \_\_\_\_\_ Radio/Bluetooth Speaker \_\_\_\_\_  
*Please note that some facilities may not allow music.*

- |  |           |          |
|--|-----------|----------|
| 8. Will the event be advertised prior to event date? How?  | Yes _____ | No _____ |
| Please check: Flyer _____ Newspaper _____ Radio _____ Internet _____ Private Invitation _____                            |           |          |
| 9. Will there be any type of display or advertising at the event?  | Yes _____ | No _____ |
| 10. Will you be displaying or judging any motor vehicles?  | Yes _____ | No _____ |
| 11. Will there be any promotionals or give aways/samples?  | Yes _____ | No _____ |
| 12. Will there be animals during the event?<br><i>Animal shows will require a permit from the Animal Control Office.</i> | Yes _____ | No _____ |
| 13. Will you be bringing in any sort of stage or structure? (must be pre-approved)                                       | Yes _____ | No _____ |

Tent/Canopies larger than 700 square feet need special permits & approval.

14. Will you be having a bounce house? (Only on designated areas) Yes \_\_\_\_\_ No \_\_\_\_\_

Name of authorized bounce house company from current list: \_\_\_\_\_

How Many: \_\_\_\_\_ Type of bounce house \_\_\_\_\_

**15. Please read and initial on the following important policies, rules and regulations:**

- \_\_\_\_ a. **Set-up/clean-up/removal of decorations** will be the responsibility of the group. Please include this in your requested time. On the date of the reservation, the permittee will be required to sign two forms prior to and after the event: 1) Facility Reservations checklist, a walk-through of the facility; and, 2) Application for Return of Deposit. Non-compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant WITHIN 4-6 WEEKS if the **facility is left clean and free of damage**.
- \_\_\_\_ b. Refundable Deposits will be paid to the Payer of the deposit.
- \_\_\_\_ c. **Amenities** may not be adequate. Please contact the facility supervisor to check on amenities such as tables, chairs, kitchen, refrigerator, etc. (The use of the refrigerator and freezer at the Senior Center Auditorium kitchen/cafeteria area is prohibited.) Groups are responsible for providing additional tables and chairs needed. Some appliances may not be available.
- \_\_\_\_ d. **Consumption of alcohol** (wine, beer, champagne, etc.) or **substance abuse is not allowed** on any City of Long Beach properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction. Smoking is not allowed in or around any City Park.
- \_\_\_\_ e. **Parking** will only be allowed in designated areas. **No parking or driving on grass.**
- \_\_\_\_ f. **Gambling** is not allowed on City of Long Beach properties.
- \_\_\_\_ g. The use of **candles is not allowed** inside the community centers.
- \_\_\_\_ h. Other permits may be required depending on the type of event (i.e. Business License, Health, Charitable Solicitation.)
- \_\_\_\_ i. **Law enforcement** intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
- \_\_\_\_ j. 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 a **copy of your CA Driver's License/ID Card and a most 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. 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. Any request for fee waivers must be made 60 days prior to the event.
- \_\_\_\_ k. **Submission of the completed form does not guarantee you the facility/date.**
- \_\_\_\_ l. Reservations can only be made 6 months in advance. Submit the completed application form along with **the initial deposit of \$250-\$375 if booking a facility center or a \$140 deposit if booking a reservable picnic site/bandshell**. This amount will be applied to your refundable deposit as soon as the booking is made. If facility or any other alternative is not available, your initial deposit will be refunded. **\$40-\$120 is due for all Permits issued and is non-refundable.**
- \_\_\_\_ m. Permittee must **sign the facility permit and return along with the balance of the payment** within the due date indicated on the permit (10 calendar days after the reservation was made). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled, and you will be refunded the deposit less the applicable service fee. **PERMITS ARE NOT VALID WITHOUT AN ORIGINAL SIGNATURE—FAILURE TO SIGN WILL VOID PERMIT**
- \_\_\_\_ n. For **teen parties** (under 21 years of age), reservations must be made at least 15 working days prior to the event, NO EXCEPTIONS. Group must inform staff of the actual time the party starts. Security guards (minimum of 5 hours) are required to be present 30 minutes prior to guest arrival, whole duration of the event, and 30 minutes after the event. No event will be permitted to start without the two licensed security guards present.
- \_\_\_\_ o. **Cancellation Policy:** All cancellations for a paid reservation must be made in writing by permittee. Refunds will be made in accordance with the refund fee processing schedule: 90-61 working days prior to event receive 90% refundable amount, 60-30 working days prior to event receive 50% refundable amount, and less than 30 working days prior to event forfeit all paid fees. **Permit fee and special use fees are non-refundable.**
- \_\_\_\_ p. Any request, **to extend the time of the original reservation** must be a **minimum of one hour** and must be made at least **10 working days** prior to the event, subject to availability of facility and staff. However, changes for teen parties must be requested at least **15 working days** prior to the date of the event. Changes made on the dates, times, number of attendees, etc. after the permit has been processed will be assessed a **permit change fee of \$35** per occurrence.
- \_\_\_\_ q. Any **cost incurred due to damage** to the facility or due to **law enforcement intervention** arising from the group's event will be billed to the group.
- \_\_\_\_ r. Payments may be in the form of cash, check, or credit card. All fees for reservations made with 15 working days or less must be paid in full, and **must be made by cash, money order/cashier's check or by credit card.**

Once you received confirmation that the permit has been approved payment can be made online at our website:

**<https://apm.activecommunities.com/lbparks/Home>**

If the applicant provides false information such as: purpose of event, name(s) & address(s) of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional City charges. The City reserves the right to cancel any reservation with advanced notice.

I certify that I have read and understand all the rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. I have read and understand the cancellation policy and its fees.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SPECIAL USE INFORMATION** (Subject to approval from the Director of Parks, Recreation and Marine.)

Please answer all the questions and provide additional sheets if necessary.

16. Event Dates(s): \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_\_\_ Time: \_\_\_\_\_

17. Set up Date(s)/Time: \_\_\_\_\_

18. Break Down Date(s)/Time: \_\_\_\_\_

19. Estimated No. of Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Staff \_\_\_\_\_  
 Volunteers \_\_\_\_\_ Vendors \_\_\_\_\_ Other \_\_\_\_\_

20. How will the event be advertised? (Flyers, newspapers, radio, television, internet, etc.) Please describe.  
 \_\_\_\_\_  
 \_\_\_\_\_

21. Will monies or donations be collected at the event? Yes \_\_\_\_ No \_\_\_\_  
 If yes, please explain types of fees or charges and amounts.  
 \_\_\_\_\_  
 \_\_\_\_\_

22. How will the funds generated by the event be used?  
 \_\_\_\_\_  
 \_\_\_\_\_

23. Will food or merchandise be sold or displayed at the event? Yes \_\_\_\_ No \_\_\_\_  
 If yes, anticipated number of food vendors: \_\_\_\_\_ Anticipated number of merchandise vendors: \_\_\_\_\_

24. Will food or merchandise be given away for free? Yes \_\_\_\_ No \_\_\_\_  
 Please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_

25. Will you require electricity for any portion of your event? Yes \_\_\_\_ No \_\_\_\_  
 If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available at certain picnic sites.)  
 \_\_\_\_\_  
 \_\_\_\_\_

26. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes \_\_\_\_ No \_\_\_\_  
 If yes, please describe in detail and attach site plan. Tent/Canopies larger than 700 square feet need special permits & approval.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

27. Will the event include music or amplified sound? (P.A. system, live music, recorded music, DJ, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe in detail. (If live performance, please include names of performers.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. Please provide any additional information concerning the scope of your event not addressed above.  
(i.e. carnivals, game booths, animal rides, moonbounces, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other City Departments depending on the type of activity:

- a) CA Coastal Commission - Coastal Clearance for events by the beaches and waterways
- b) Financial Management - Business License for selling food or merchandise
- c) Fire Department - For tent/canopy, open flame, or site plans
- d) Health Department - Food permit from Environmental Health Division
- e) Parks, Recreation & Marine - Liability Insurance from Contract Division for events open to the public
- f) Planning & Building - Electrical, generator, stages, fencing and temporary structures
- g) Police Department - Special Event Coordinator for security
- h) Public Service - Charitable Solicitation Permit from the Special Permits Office
- Barricades/cones and "no parking" signs from Street Maintenance

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the Director of Parks, Recreation and Marine, or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of Department facilities and may incur additional City charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the City of Long Beach for any loss or damage caused by this usage and to hold the City safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

\_\_\_\_\_  
**Name (Please Print)** **Organization**

\_\_\_\_\_  
**Signature** **Title** **Date**

**FOR DEPARTMENT USE ONLY**

\_\_\_\_\_  
Received by Date

\_\_\_\_\_  
Department Approval Date

\_\_\_\_\_  
Processed by Date

\_\_\_\_\_  
Permit # Date Permit Sent to Permittee Staff's Initial Date Signed Permit Rcvd Processed by