



# Long Beach Parks, Recreation and Marine

Registration/Reservations Office  
2760 Studebaker Road, Long Beach CA 90815  
(562) 570-3111

## PLEASE READ, SIGN, AND RETURN

### Specific Rules for the Use of Recreation Facilities

#### Age Requirements/Responsible Party

All persons must be 21 years of age when signing an application/permit. A copy of a current ID or DL is required. If applying for an organization, the applicant must be an officer of the organization. The person signing the application/permit must be present for the entire event and is liable for any damages. Proof of Long Beach residency will be required for individuals residing in Long Beach to avail of the Long Beach residence fee. Bookings can only be made six (6) months in advance.

#### Alcoholic Beverages

Alcoholic beverages (including but not limited to beer, wine, champagne) are **NOT ALLOWED** in any recreational facility or on the grounds and parking lots. LB Municipal Code, Section 9.22.010. **Any violation will result in the immediate cancellation of the event, forfeiture of all fees and deposits, denial of future applications for facilities, and applicant may incur additional City charges. Smoking is prohibited in any City building or park.**

#### Amplified Music or Sound

Amplified music (e.g., D.J.) and P.A. systems are allowed only at those facilities specifically designated by the Director. Amplified music or noise which disturbs the peace of any person or neighborhood is prohibited. LB Municipal Code Section, 16.16.010

#### Blanket Permit

Groups must pay for each reservation date a minimum of ten (10) working days prior to the event. If the group is late in making the payment three (3) times or cancels a reservation date three (3) times within a single calendar year, they will no longer qualify for blanket permit privileges. A Blanket permit is issued to a group with recurring use of **a facility** for specified dates/times for no less than 4 individual dates per year. Any changes will be charged \$30 change fee. Cancellations must be 2 weeks in advance to avoid penalties.

#### Clean-Up/Removal of Decorations and Trash

Each group must remove their own decorations, clear tables and facility of trash, paper goods, soda cans/bottles, etc. Any group disposing of cooking oil/grease in the sinks or toilets will be billed for the clearing of the drains/pipes. Please bring a container and remove the oil/grease from the facility and park grounds. The permittee will be held liable if the recreation facility is not clean and orderly after the event. Clean-up must return the facility to its original condition. Clean-up procedure is defined by the facility checklist.

#### Damage

The applicant must immediately report all damage of the facility and/or equipment to staff. Any damage noted by the applicant prior to the event should be identified on the Facility Inventory Checklist (attached).

#### Youth Events

**Two paid licensed unarmed security guards** and 2 staff members are required for all parties for persons under 21 years of age. **Security guards must be present at least thirty (30) minutes prior to guest arrival, the whole duration of the event, and 30 minutes after the event. There is a minimum of 5 hours for security guards. Any more than 8 hours of guards will charge at time and a half. No event will be permitted to start without the two licensed security guards present.** NO PUBLIC DANCES MAY BE CONDUCTED BY PRIVATE INDIVIDUALS OR PROMOTERS. LB Municipal Code, Section 5.72.010.

#### Decorations

All decorations must be non-flammable and must be removed prior to leaving the facility. Please see recreation facility staff for acceptable materials. The use of tape other than masking tape or scotch tape is prohibited. The use of tacks, nails, staples, or similar fasteners is not allowed. Recreation facility decorations must not be taken down. **The use of candles at any recreation facility is prohibited. LB Municipal Code, Section 16.16.010 (D).**

#### False Information

If the applicant provides false information such as: purpose of the event, names & addresses of event holder(s), number of attendees, etc. **the event will 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 facilities, and the applicant may incur additional City charges.**

#### Food and Beverages

No food may be sold to the public without a health permit. Food shall not be distributed outside the reservation area. All caterers must have a Long Beach business license. The use of chaffing dishes is allowed to warm food.

#### Function

Groups must make clear on the Application for Facility Use Permit the purpose of the event. For birthday or graduation parties, groups must indicate the age of the birthday or graduating celebrant. Refer to the paragraph on False Information above.

#### Gambling

No gambling is allowed in any recreation facility or on park grounds and parking lots. LB Municipal Code, Section 9.24.010.

#### Liability Insurance

Some functions may require liability insurance naming the City of Long Beach and its employees as additional insured. Reservations staff will

### One-Time Permit

Rental bookings can only be made 6 months in advance. An initial deposit is required at the time of booking. The signed original permit, along with the balance payment must be received by the due date indicated on the permit. Groups must pay all fees and charges to the Reservations/Registration Office within **ten (10) calendar days** after the reservation is made. If not received on time, the reservation shall be considered canceled and fees will be forfeited. The Reservations/Registrations Office requires submission of a completed application form at least a minimum of **fifteen (15) working days** prior to the date of the event. Requests made 10-14 working days prior to the event must be made in person and fees paid for in full by cash or credit card. 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 a premium late booking fee. Reservations for **teen parties (13-20 years of age)** must be made a minimum of **fifteen (15) working days** prior to the date of the event and all fees paid in full. To cancel a paid reservation date, you must give **twenty (20) or more working days' notice** to receive a refund minus the service charge (**\$70.00 for \$120.00 or less; or \$133.00 for more than \$120.00**); otherwise no refund will be given. **If a paid reservation that was made less than 20 working days in advance is canceled, the permittee will forfeit facility fees paid.** Any fee waiver requests must be made 60 days prior to the event.

Initials \_\_\_\_\_

### Parking

Vehicles must be parked in designated areas and are **NOT ALLOWED TO DRIVE OR PARK ON THE GRASS**. LB Municipal Code, Sections 16.20.50 and 16.20.70.

### Refundable Security Deposit

A refundable security deposit is required for all reservations and must be paid in full with the facility rental fee. The deposit will be refunded to the applicant within 4-6 weeks if the **facility is left clean and free of damage**. The applicant automatically forfeits the deposit if the facility is left dirty or damaged, or there was intervention from law enforcement or any threat, attempt or harm made towards staff. Any additional cost incurred by the City will be billed to the applicant on behalf of the group. **In order to receive the refundable security deposit, the permittee must complete a walk through with staff immediately before and after a reservation. The permittee must sign off both the Facility Checklist and Request of Return of Deposit forms prior to start of the event and before leaving after the event.** In addition, the submission of any falsified information will result in the forfeiture of the deposit.

### Selling, Vending, Peddling or Soliciting

Selling, offering, providing, vending or soliciting merchandise, or offering equipment instruction (including but not limited to amusement or game machines) on park premises is prohibited, except by permission of the Director. LB Municipal Code, Section 16.16060.

### Setup, Decorations, & Cleanup

Time for set-up, clean-up and removal of decorations must be included in original time requested. Groups are responsible for arranging of chairs and tables, cleaning-up, and removing of decorations. **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 and is subject to availability of the facility and staff. However, changes for teen parties must be requested at least 15 working days prior to 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 \$30 per occurrence.

### Smoking

Smoking is **NOT ALLOWED** in any Community Centers or Park. LB Municipal Code, Section 8.68.060 & 8.68.190.

### Supervision

Staff is available to assist with the reservation. It is the responsibility of the applicant to control and supervise all participants including children.

### Vandalism and Graffiti

Cutting, breaking, injuring, defacing, removing or disturbing trees, shrubs, plants or other structures on park premises is prohibited. LB Municipal Code, Section 16.16.010. Damaging, destroying or defacing real property or personal property with paint or any other liquid is prohibited. CALIFORNIA PENAL CODE, Section 594 (a) (I).

**AFTER OFFICE HOURS EMERGENCY NUMBER IS (562) 570-3101  
LEAVE A MESSAGE AND A DEPARTMENT STAFF PERSON WILL BE PAGED**

**PERMITS ARE NOT VALID WITHOUT ORIGINAL SIGNATURE—FAILURE TO SIGN WILL VOID PERMIT**

The undersigned has read and on behalf of the Licensee agrees to and shall be bound by these rules and the Terms and Conditions contained on the permit, and hereby warrants and represents that he/she executes this on behalf of the permittee and has the authority, capacity and designation to bind the permittee with his/her signature. The City reserves the right to relocate and/or reschedule a reservation with 30 days advance notice.

**If the contact person(s) does not arrive, I give permission to let other members of the event and/or event planners into the building at the time stated on the permit (e.g. florist, caterer, DJ, family members). I understand that a walk-thru could not be conducted due to the absence of the contact persons(s) and I take full responsibility.** \_\_\_\_\_ (initials).

Print Name and Organization: \_\_\_\_\_

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

Revised:11/06/18