

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:

- Amphitheater
 Archery
 Athletic Field
 Beaches/Waterways
 Community Center
 Gymnasium
 Open Space (Permit to Gather)
 Picnic/Bandshell
 Pool
 Youth Camping

Facility/Park Site: 1st Choice _____ 2nd 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: _____ Start Time for Set up: _____ Event Start Time: _____

Event End Time: _____ Departure 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 _____

Estimated No. of Attendance: Participants _____ Spectators _____ Staff _____
 Volunteers _____ Vendors _____ Other _____

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

1. Is this an organized group, such as a club, school, or business? Yes _____ No _____
2. Is the event open or advertised to the public? Yes _____ No _____
3. For private and open to the public events, how will the event be advertised?
 Please check: Flyer _____ Newspaper _____ Radio _____ Internet _____ Private Invitation _____
4. Will there be any type of display or advertising at the event? Yes _____ No _____
5. Is this a car/motorcycle club? Yes _____ No _____
6. Will you be displaying or judging any motor vehicles? Yes _____ No _____
7. Is this a fundraising/revenue producing event? Yes _____ No _____
 If yes, how will the funds generated by the event be used? _____
8. Will there be soliciting or selling of any kind? Yes _____ No _____
 If yes, please explain types of fees or charges and amounts: _____
9. Will there be a caterer to provide food for your event? Yes _____ No _____
 If yes, please make sure that the caterer has a Long Beach Business License
10. Will food or merchandise be given away, sold, or displayed at the event? Yes _____ No _____
 If yes, anticipated number of food vendors: _____ Anticipated number of merchandise vendors: _____
 Please explain: _____

11. 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 or open space areas may not allow music.
 If yes, describe it in detail. (If there is a live performance, please include names of performers.): _____
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12. Will there be animals during the event? Yes _____ No _____
Animal shows will require a permit from the Animal Care Office.
13. 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 _____
 A special permit is required for canopies and pop-ups larger than 700 sq. ft. without sides & 400 sq. ft. up to two sides.
 If yes, please describe it in detail and attach a site plan: _____
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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 (standard/with a slide/obstacle) _____
15. 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.) _____
16. Please provide any additional information concerning the scope of your event not addressed above.
 (i.e., carnivals, game booths, animal rides, bounce house, etc.)

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17. If you answered "Yes" to any of the above questions additional permits or approvals may be 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 |
| | - Charitable Solicitation Permit from the Special Permits Office |
| h) Public Service | - 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. The City reserves the right to cancel any reservation with advanced notice.

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, 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 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 the use of the facilities. I have read and understand the cancellation policy and its fees.

Once you received confirmation that the permit has been approved payment can be made online at our website: <https://apm.activecommunities.com/lbparks/Home> or In-Person at our Administration Office in the form of cash, check, or credit card. All fees for reservations made within 15 working days or less must be paid in full by cash, money order/cashier's check or by credit card.

 Name (Please Print)

 Organization

 Signature

 Title

 Date

Specific Rules for the Use of Recreation Facilities, Picnic Areas, & Open Spaces

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 - A utility bill 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. Proof of non-profit status is required and must be submitted along with the application. Organizational membership must comprise 51% or more Long Beach residents to qualify for the Long Beach resident rate. Submission of the completed form does not guarantee you the specific location and/or date. **PERMITS ARE NOT VALID WITHOUT AN ORIGINAL SIGNATURE – FAILURE TO SIGN WILL VOID PERMIT. SUBMISSION OF THE COMPLETED FORM DOES NOT GUARANTEE THE RESERVATION.**

Initials _____

Alcoholic Beverages

Alcoholic beverages (including but not limited to seltzers, 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.**

Initials _____

Amenities

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 the additional tables and chairs needed. Some appliances may not be available.

Initials _____

Amplified Music or Sound

Amplified music (e.g., D.J.) and P.A. systems are allowed in designated, reserved areas of the parks and are **NOT** permitted in the open picnic areas. Generators may not be brought into the open picnic areas unless by an approved Moon Bounce vendor and only for the Moon Bounce. Senior Center rentals with amplified music or sound **must end by 10:00p.m.** College Estates Park does not allow amplified music. Amplified music or noise which disturbs the peace of any person or neighborhood is prohibited. LB Municipal Code, Section 16.16.010.

Initials _____

Athletic Fields

The use of any athletic field is not allowed unless permitted. For details, please call the Field Permitting Office at (562) 570-3204.

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 a \$35 change fee.

Initials _____

Change Request

Any requests 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. Any changes made to the permit after it has been created will be charged the current change fee. **The City reserves the right to relocate, reschedule, and/or cancel a reservation with notice.**

Initials _____

Caterers

Food caterers must have a City of Long Beach Business License and a permit from the City's Department of Health and Human Services available for inspection upon request.

Initials _____

Commercial Picnic Service Companies (Picnic Areas & Open Spaces Only)

Only picnic service companies that have met the City requirements and have been issued a permit by the Department of Parks, Recreation & Marine are permitted to operate in City parks. Please contact the Registration/Reservations Office for details.

Initials _____

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).

Initials _____

Dances/Youth Events

Dances are permitted only at those facilities specifically designated by the Director. **Two paid licensed unarmed security guards**, 2 staff members, and chaperones are required for all parties for persons 13 – 20 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.** Department staff shall not be considered as chaperones or security. **NO PUBLIC DANCES MAY BE CONDUCTED BY PRIVATE INDIVIDUALS OR PROMOTERS.** LB Municipal Code, Section 5.72.110.

Initials _____

Deliveries and Parking

Trucks and cars may be permitted in the picnic areas on **PAVED ROADS ONLY** for loading and unloading heavy supplies. **No parking or driving on the grass.** Vehicles must be parked in designated areas and are **NOT ALLOWED TO DRIVE OR PARK ON THE GRASS.** LB Municipal Code, Sections 10.08.110(d)(e), 16.20.050, and 16.20.070.

Initials _____

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.**

Initials _____

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. Facility/Senior Center Rentals: The use of chaffing dishes is allowed to warm food.

Initials _____

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.

Initials _____

Gambling

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

Initials _____

Hours of Operations

Facilities: 8am – 12am

- College Estate Park rental must end at 10:00 p.m.
- Drake Park Social Hall rentals must end at 8:00 p.m.
- Senior Center: 8am – 11pm

Picnic Areas & Open Spaces: Loitering or remaining at any park premises between the hours of 10 p.m. and 5 a.m. is prohibited. LB Municipal Code, Section 16.16.010

Kitchen (Senior Center Only)

Access to the kitchen includes the use of the stove and the refrigerator in the ballroom and only the use of the stove in the auditorium. The use of the refrigerator and freezer in the auditorium/cafeteria area is prohibited. Use of other kitchen equipment is not allowed, such as: pots, pans, plates, cups, glasses, utensils, etc. unauthorized use of this equipment may result in forfeiture of the refundable deposit.

Law Enforcement

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. Any cost incurred due to damage to the rental location or due to law enforcement intervention arising from the group's event will be billed to the group.

Initials _____

Liability Insurance

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

Initials _____

Open Flames

The use of candles or inflammable items at any recreation facility is prohibited. Individual barbecue pits are not allowed in any City Park. Bringing them in is at your own risk. **COALS MUST NOT BE BURIED OR PLACED IN TRASH CANS.** Coals must be placed in a container provided by the group and must be removed when leaving the park premises. LB Municipal Code, Section 16.16.010 (D).

Initials _____

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. **The Permit Administration fee is due for all Permits issued and is non-refundable.**

Payments: Payments may be in the form of cash, check, or credit card. All fees for reservations made within 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.

Cancellations: 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. Fee Waiver: Any fee waiver requests must be made 60 days prior to the event.

Initials _____

Permit to Gather

A picnic **Permit to Gather** is required for groups of 25 persons or more and will be charged the current Permit Processing Fee. LB Municipal Code, Section 16.16.020. It is a permit to gather **ONLY**. It does **NOT** entitle, reserve, or guarantee any specific area or any amenities and does **NOT** include the use of any athletic fields, unless permitted by the Field Permit Office. **The group may NOT GATHER in ANY RESERVED PICNIC SITE AREA.** The permittee must be in possession of the permit and have it available at the park on the date of the event. Groups of 100 or more will be charged the current Special Use fee. Groups having a **moon bounce or commercial picnic service companies providing services** for the group will be allowed only if the vendors are authorized and **have established liability insurance** with the City. **A special use fee will be assessed to groups having these services in the park or open space and is non-refundable. Any costs 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.**

Initials _____

Refundable Security Deposit

A refundable security deposit is required for all reservations and must be paid in full when making the reservation. The refundable deposit will be refunded back within 4-6 weeks to the applicant payor if the **facility is left clean and free of damage.** The applicant automatically forfeits the deposit if the group left the facility 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.

Initials _____

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 16.16.060.

Initials _____

Setup, Decorations, & Clean-Up/Removal of Decorations and Trash (Facility, Senior Center, Reservable Sites)

- 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.
- 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.
- All decorations must be non-flammable and must be removed prior to leaving the facility or reservable site. 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 or inflammable items at any recreation facility or reservable site is prohibited.** LB Municipal Code, Section 16.16.010 (D)
- Senior Center: Ballroom facility set up of tables and chairs are located on the second floor. They must be in the **dining area only and not on the dance floor.**
- Senior Center: Groups using the Auditorium located on the first floor will have access to the kitchen which goes through the cafeteria area. Table and chairs inside the cafeteria **are not to be moved or transferred** to the Auditorium.

Initials _____

Smoking

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

Initials _____

Special Equipment

Dunk tanks, inflatable games/houses with water features, mechanized rides, laser tag, outdoor games using guns (i.e., air soft, Nerf, and foam blasters), Zorbi balls, hamster wheel orbz, etc. are not allowed. **Moon Bounces** (refer to authorized Moon Bounce Company listing) petting zoos, pony rides and hayrides are allowed under certain conditions and in designated areas **ONLY**. Due to the secluded location of some picnic spots, vendors may not be able to deliver a moon bounce next to your picnic area. Please plan your party accordingly. Vendors providing these services must have established liability insurance with the City. Groups requesting a **Permit to Gather** and having special equipment in a park or open space will be assessed a non-refundable special use fee. Groups who do not have permission to have special equipment or services in the park or open space will be closed down by City staff. Contact the Registration/Reservations Office for details.

Initials _____

Special Events

When a special event such as a fundraising or revenue producing event, fair, demonstration, celebration, etc. is held in a picnic area or open space, **permission must be obtained from the Director of the Department of Parks, Recreation & Marine and the established fee must be paid** prior to the scheduled use. Requests to have a special event must be made at least 60 days in advance. Liability Insurance or additional City permits may be required and must be submitted to the Registration/Reservations Office at least 10 working days prior to the date of the

event. Contact the Registration/Reservations Office for details. Other permits may be required depending on the type of event (i.e., Business License, Health, Charitable Solicitation.)

Initials _____

Supervision

Staff is available to assist with the reservation. It is the responsibility of the applicant to control and supervise all participants including children. Hallways and stairways are not to be used as overflow of the reservations.

Initials _____

Tents or Temporary Membrane Structure or Canopies (Picnic Areas & Open Spaces)

Approval from the Director of Parks, Recreation and Marine is required prior to setting up tents, temporary membrane structure, canopies, or stages. Please contact the Registration/Reservations Office for more details.

Initials _____

Use of Equipment

Unless advance reservations are made, items such as picnic tables, City maintained barbecue pits, playing areas, etc., are available on a **FIRST-COME, FIRST-SERVED BASIS**. Permits to gather do not allow you to gather in any reserved picnic site. Individual barbecue pits are not allowed in any City Park. Bringing them in is at your own risk. **COALS MUST NOT BE BURIED OR PLACED IN TRASH CANS**. Coals must be placed in a container provided by the group and must be removed when leaving the park premises.

Initials _____

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).

Initials _____

**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 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/or Organization: _____

Signature of Permittee

Date

FOR DEPARTMENT USE ONLY

Received by

Date

Department Approval

Date

Processed by

Date