



FACILITY RENTAL INFORMATION AND POLICIES

BUILDING RENTAL RATES AND FEES				
ROOM	CAPACITY	HOURLY FEE	INCOME GENERATING	REFUNDABLE DEPOSIT
Auditorium	1-50 Guests	\$25 + Minimum \$60 Staff Fees	\$80 + Minimum \$60 Staff Fees	\$50+
	51-100 Guests	\$40 + Minimum \$60 Staff Fees	\$120 + Minimum \$60 Staff Fees	\$100
	100+ Guests	\$70 + Minimum \$60 Staff Fees	\$200 + Minimum \$60 Staff Fees	\$150+
Classroom	1-50 Guests	\$25	\$80	\$50+
	51-100 Guests	\$40	\$120	\$100
	100+ Guests	\$70	\$200	\$150+
Kitchen	N/A	\$75		
*STAFF FEES - \$30/Hour: Apply for any Permit Request outside of normal business hours				
*An additional \$25 per permit will be charged for Social Gatherings with Refreshments				
*An additional \$75 per permit will be charged for Utility Hook-Ups				
PICNIC AREA RATES AND FEES				
1-50 Guests	51-100 Guests	101-200 Guests	201-500 Guests*	501-1000 Guests*
\$75	\$100	\$150	\$300	\$700
\$30 Staff Fee	\$30 Staff Fee	\$30 Staff Fee	*Special Event Fees Apply	*Special Event Fees Apply
PICNIC AREA RESERVATIONS INCUR AN ADDITIONAL \$25 NON-REFUNDABLE RESERVATION FEE				
Moon Bounce/Jumper Fee - \$25 - Only approved companies may be used				
List of approved companies available in Park Office				
SPORTS FACILITIES RATES AND FEES				
Baseball Diamonds - Daytime Use		\$35/Hour + \$30/Hour Staff Fees		
Baseball Diamonds - Night time Use (With Lights)		\$45/Hour + \$30/Hour Staff Fees		
Gymnasium Use		\$60/Hour Use of scoreboard and operator \$30/Hour + \$30/Hour Staff Fees		
INCOME GENERATING ACTIVITY				
Baseball Diamonds - Daytime Use		\$70/Hour + \$30/Hour Staff Fees		
Baseball Diamonds - Night time Use (With Lights)		\$90/Hour + \$30/Hour Staff Fees		
Gymnasium Use		Less than 50 \$80/Hour	Less than 100 \$120/Hour	More than 100 \$200/Hour
		Use of scoreboard and operator \$30/Hour + \$30/Hour Staff Fees		
Refundable Maintenance Deposit = \$100				
All organized adult and youth sports groups must upload Insurance on KwikComply				
All organized youth sports groups are required to fill out a Youth Sports Questionnaire				
FURNITURE RENTAL				
Table Rentals	Less than 10 Tables: \$100		10 or more Tables: \$125	
Chair Rentals	Less than 100 Chairs: \$75		101 or more Chairs: \$125	
CANCELLATION POLICY				
More than 2 weeks prior to event – 50% Refund of Fees Less than 2 weeks prior to event = NO REFUNDS				



FACILITY USE APPLICATION PROCEDURE

Welcome to Peck Park Community Center and THANK YOU for choosing our center for your special event

Step 1: You will need to fill out the **Application for Use of Facilities** form. You can obtain this application in the main office of Peck Park Community Center or on our website at: <https://www.laparks.org/reccenter/peck-community>.

A complete application is NOT a permit. It is not appropriate to send out invitations or other publicity for your event until the permit has been approved and paid in full.

If you are interested in using an outdoor sports field on the following days and times: Monday – Friday, 6PM-10:30PM and all day Sunday, you must contact Municipal Sports directly at (818) 246-5613.

Step 2: The application will be processed by the Director in Charge of the facility and will take approximately **two to four weeks**. **PLEASE PLAN EVENTS IN ADVANCE.** Applications not submitted **four weeks** prior to the event may not be accepted!

Step 3: Once processed, a Staff member will call you back to let you know the cost of your permit. At that time, all necessary fees will be paid by **check or money order only to the "City of Los Angeles."** Permits are only issued to adults over the age of 18. The Permittee must be present at the event and is responsible for the conduct of the group and any damage caused by the group.

PLEASE NOTE:

- All permits are issued on a first come-first serve basis.
- The date is only reserved once a complete payment of **50% of the total** permit cost has been received and you are issued a receipt. No new changes to the Permit Application once deposit has been paid. ***** Picnic Permits must be paid in full at the time of booking.**
- The remaining balance of the permit is due a minimum of **15 business days** before your permit date. Payments not received by this date will result in forfeiture of your permit reservation.
- Per section 63.44 of the Los Angeles Municipal Code prohibits the following on park grounds: Alcoholic beverages in any form, Gambling, Littering, Playing Amplified Sound, Posting of Signs, Unleashed Dogs and Smoking. Peck Park CC prohibits: Animal Rides, Dunk Tanks, Petting Zoos, open flame except in existing barbecue pits.
- Rooms, Fields and Picnic Areas are given in "as is" condition.
- Permit times must include both your set-up and clean-up time. We do not provide set up or clean-up for your event.
- There is absolutely no parking in red/yellow zones, no double parking, and no parking in non-marked spaces. Violators will be cited and/or towed.
- Personal vehicles are not allowed to drive onto park grounds at any time.
- Staff will be present to monitor group size, conduct and Moon Bounce/Jumper compliance if necessary. No Moon Bounce/Jumpers allowed indoors.
- Refundable clean-up deposits are returned by mail, approximately **8 to 10 weeks** after your event. The deposit is refunded only if the facility is left in the same condition as it was initially found and if the hours and conditions of the permit were met. A walk through with Peck Park Staff prior to and at the end of your permit will serve to document this. Peck Park Community Center may deduct from the deposit if needed.
- It is the responsibility of the person initiating the reservation to inform all members of the group 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 and procedures listed above:

Permittee Signature

Date