



**CITY OF BEVERLY HILLS**  
 COMMUNITY SERVICES DEPARTMENT  
 455 N. REXFORD DR, ROOM 200  
 BEVERLY HILLS, CA 90210

# INDOOR FACILITY USE PERMIT

ROXBURY PARK \_\_\_\_\_  
 471 SOUTH ROXBURY DRIVE  
 BEVERLY HILLS, CA 90212  
 310.285.6840

LA CIENEGA COMMUNITY CENTER \_\_\_\_\_  
 8400 GREGORY WAY  
 BEVERLY HILLS, CA 90211  
 310.285.6810

LA CIENEGA TENNIS CENTER \_\_\_\_\_  
 325 SOUTH LA CIENEGA BOULEVARD  
 BEVERLY HILLS, CA 90211  
 310.285.6820

EVENT DAY AND DATE	ROOM	START TIME (include setup)	END TIME (include cleanup)	TOTAL HOURS

**APPLICANT INFORMATION**

Organization name (if applicable) \_\_\_\_\_

Applicant name (and title if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Event type/description \_\_\_\_\_

# of guests \_\_\_\_\_ # of tables \_\_\_\_\_ # of chairs \_\_\_\_\_ Setup style: classroom( ) lecture( ) horseshoe( ) buffet( )

**PAYMENT INFORMATION**

Resident( ) Non-resident( )

Cash( ) Check/money order( )# \_\_\_\_\_ payable to "City of Beverly Hills"

Credit Card: Amex( ) Discover( ) Visa( ) MasterCard( )

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder: Name \_\_\_\_\_ Signature \_\_\_\_\_

TOTAL HOURS	_____
PER HOUR FEE	\$ _____
KITCHEN	\$ _____
STAFF	\$ _____
TOTAL FEES	\$ _____
DEPOSIT (refundable)	\$ _____
GRAND TOTAL	\$ _____

I hereby certify that I will abide by all rules, regulations and ordinances of the City of Beverly Hills. As an individual or duly authorized representative of the sponsoring organization, I agree to defend and to hold harmless the City of Beverly Hills, together with its officers and employees, against any and all liability and claim thereof for any injury, death or property damage allegedly suffered by any person, occurring during and as a result of the exercise of the privileges and the permission hereby being granted to the sponsoring organization, its agents and employees. My signature below indicates that I agree to be in attendance for the duration of the permit, and disseminate rules and event parameters to all invited guests. Failure to comply to any listed rules, regulations or ordinance may result in permit cancellation.

Applicant signature \_\_\_\_\_ Today's date \_\_\_\_\_

**OFFICE USE ONLY**

CITY REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

SITE REVIEW COMMENTS \_\_\_\_\_

REFUND DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_ METHOD \_\_\_\_\_

**PERMIT APPLICATION** – This permit must be completed by an adult (18 years or older), appearing in person and accompanied by full payment prior to review and processing. Applicants may reserve up to three (3) months in advance for Beverly Hills residents, two (2) months for Beverly Hills businesses, and up to one (1) month in advance for non-residents. Once issued, permits are non-transferable. The staff may relocate applicants and reserves the right to cancel or revoke permits.

**RESIDENCE STATUS/PRIVILEGES** – To qualify for the resident fee and privileges, the applicant must reside within the legal City limits of Beverly Hills. Applicant must show proof of residency in the form of a driver's license, matching address-imprinted checks, utility bill, etc. Beverly Hills post office boxes or postal zones are not acceptable for residency status. Beverly Hills businesses must pay with a check imprinted with Beverly Hills business address to qualify for residence status.

**PAYMENT OF FEES** – Cash, a personal check, cashier's check, or money order, made payable to "City of Beverly Hills" or payment by Visa, MasterCard, Discover or American Express are acceptable. No permit will be taken without full payment of all fees.

**SECURITY DEPOSIT** – The facility is to be left clean and free of debris/trash. Applicant is financially responsible for any damage to equipment or property, and for any additional personnel costs that may result from facility use. Examples of damage include chipped paint, damage/staining to floors or carpets, broken furniture, etc. A refund of the deposit will be processed following the activity date, if all Department regulations and requirements have been satisfactorily met, and if no damage to City facilities has occurred. Refund checks are to be mailed 4-6 weeks after event date.

**INSURANCE** – A Certificate of Insurance, naming the City of Beverly Hills as additionally insured for said event, is required for certain activities, events, organized competitive games and for all activities involving participation of more than 100 people. Insurance requirements will be stated upon receipt of application. If insurance is required, written verification is due at least five (5) business days prior to the reserved date.

**CANCELLATION & REFUND** - Applicant is required to notify the Community Services Department of cancellation a minimum of five (5) business days prior to reserved date. A refund of permit fees will be issued, and are subject to a \$10 or 10% service charge, whichever is greater.

**GROUP SIZE & STAFFING** – Outdoor permits are limited to groups of 100 people or less at Roxbury Park, 50 or less at La Cienega Park and 30 or less at Coldwater Canyon Park. Indoor maximum capacities are reflected on the accompanying sheet for each respective park. Activities for minors must be supervised by responsible adults at a ratio of one (1) adult for every ten minors. Permit users may be asked to secure services of a private security officer for supervision of teenage (13-17 years) events. Staff on duty in the park or in the recreation center will provide assistance as appropriate and are authorized to enter a facility room at any time in the performance of their duties.

**SPORTS EQUIPMENT** – Sports equipment may be used only in appropriate areas designed for sports use. Hardball playing is not allowed in the park, except with written permission of the Community Services Department. Softball playing is permitted only within the diamond area with an outdoor rental permit. Automobiles, trucks and motorcycles are not permitted in the park.

**DOGS** – All dogs must be on a leash not to exceed six (6) feet in length. Nuisances created by animals must be cleaned up immediately. Animals are not allowed indoors without proper identification as registered companions.

**PUBLICITY** – Publicity materials must not advertise City facility telephone numbers and also require approval by the Department.