



**RAMON GARCIA RECREATION CENTER**

1016 SOUTH FRESNO STREET, LOS ANGELES, CA 90023

PHONE: (323) 265-4755 / FAX: (323) 265-4755

[GARCIA.RECREATIONCENTER@LACITY.ORG](mailto:GARCIA.RECREATIONCENTER@LACITY.ORG)



## FACILITY RENTAL INFORMATION AND POLICIES

### PICNIC AREA RATES AND FEES

Staff	1-50 People	51-100 People	101-200 People	201+ People
\$30/ hour if any Permit is outside of normal business hours	\$75	\$100	\$150	\$200

**PICNIC AREA RESERVATIONS INCLUDE A \$25.00 NON-REFUNDABLE RESERVATION FEE**

Moon Bounce Fee - \$25.00. Only approved companies may be used.  
List of approved companies available in Park Office.

#### CANCELLATION POLICY

More Than 2 Weeks Prior to Event	<b>50% Refund of Fees</b>
Less Than 2 Week Prior to Event	<b>No Refund of Fees</b>

### SPORTS FACILITIES RATES AND FEES

Baseball Diamonds – Daytime Use	\$35.00 / Hour + \$30.00/ Hour Staff Fees
Baseball Diamonds – Night time Use (With Lights)	\$45.00 / Hour + \$30.00/ Hour Staff Fees
Gymnasium Use	\$50.00 / Hour Use of scoreboard and operator \$30.00 per hour plus Staff Fees

### BUILDING RENTAL RATES AND FEES

ROOM	CAPACITY	Hourly Fee	FEES Additional Hours	FEES Refundable Deposit
Classroom	50 People Max	\$ 20	\$ 25 / Hour	\$100.00
	100 People Max	\$ 30	\$ 25 / Hour	
Kitchen	n/a	\$75.00		

\*An additional \$25.00 per permit will be charged for Social Gatherings with Refreshments.

### FURNITURE RENTAL

Table Rentals :	Less than 10: \$100.00	10 or more: \$125.00
Chair Rentals :	Less than 100: \$75.00	100 or more: \$100.00
Building reservations include a \$50.00 non-refundable fee if cancelled within 14 days of the event.		

#### FACILITY USE APPLICATION PROCEDURE



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Welcome to Ramon Garcia Recreation 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 Ramon Garcia Recreation Center or on our website at: <http://www.laparks.org/dos/reccenter/facility/ramonGarciaRC.htm>.

**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 two 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. **\*\*\* Picnic Permits must be paid in full at the time of booking.**
- The remaining balance of the permit is due a minimum of 5 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.
- Ramon Garcia RC 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 compliance if necessary.
- 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 Ramon Garcia Staff prior to and at the end of your permit will serve to document this. Ramon Garcia Recreation 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