



Facilities Use Application

Recreation and Community Services
320 W. Newmark Ave., Monterey Park CA 91754
Mon - Fri 8:00 am - 5:00 pm
Ph: 626-307-1388 Email: recreation@montereypark.ca.gov

Application form MUST be filed at least 15 DAYS PRIOR TO PROPOSED USE. All questions must be answered fully and signed and dated or Application is VOID. Filing of this application DOES NOT guarantee the issuance of a use permit.

Facility Requested: _____ Date(s) of Use: _____

Start From: _____ am/pm End Time: _____ am/pm (NOT AFTER 11:00pm. Allow for set-up/clean-up)

Name of Applicant: _____ Phone: _____ Email: _____

Applicants Address: _____ City: _____ Zip: _____

Name of Organization: _____ Tax-ID No. _____

Organizations Address: _____ City: _____ Zip: _____

Type of Organization: Private Govt Agency Non-Profit (In-town) Non-Profit (Out-of-town)

Purpose for which facility will be used:

Check all that apply: Food Served Sold Entertainment: Yes No If yes, what type? _____

Total expected Attendance: _____ # of Monterey Park Residents to attend: _____

Check if event will be open to: Private/No charge Private/Charge Public/No charge Public/Charge

I hereby certify that I, the undersigned, am authorized to act on behalf of the above named organization/group, that I have read, and understand rules and regulations governing the use of City of Monterey Park facilities as stated in Policy Information and that the above named organization will abide by those rules and regulations. I further certify that the above named organization and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents and Commissions free and harmless from any obligation, debt, claim, or responsibility in connection with said use of the city's facility and for said program/event.

Signature

Date Signed

You will receive a "Use Permit" confirming the reservation of the facility you have applied. If there are any problems with the date and/or time you have selected, you will be notified immediately.

Facility Locations

City Hall

CH1 Community Room

Barnes Park

BP1 Gymnasium
BP2 Pool
BP3 Ballfield 1
BP4 Amphitheater Stage

George Elder Park

EP1 Gymnasium
EP2 Community Room (cap. 100)
EP3 Pool

Garvey Ranch Park

GP1 Main Room (cap.100)
GP2 Ballfield 1
GP3 Ballfield 2

La Loma Park

LL1 Ballfield 1
LL2 Ballfield 2

Langley Center

LCMR Main Room (cap.260)
LCAB AB Room (cap.151)
LCF Friendship Room (cap.75)
LCR1 Room 1 (cap.35)
LCR2 Room 2 (cap.35)

Langley Center (cont)

LCFR Friends Room (cap. 75)
LCK Kitchen
LCP Patio

Sierra Vista Park

SV1 Main Room (cap.100)
SV2 Ballfield 1

Sequoia Park

SE1 Ballfield 1

Service Clubhouse

SCH1 Main Room (cap.150)
SCH2 Annex Room

Sunnyslopes Park

SSP2 Multipurpose Field

FOR OFFICE USE ONLY:

Approved
Insurance by

Denied
City

Processed by:
Applicant

Date: _____

Comments: _____

Permit No. _____