CITY OF LAWNDALE  
COMMUNITY SERVICES DEPARTMENT  
14700 Burin Avenue, Lawndale CA 90260 - (310) 973-3270 - www.lawndalecity.org

FACILITY RESERVATION APPLICATION  
OUTDOOR FACILITIES

APPLICANT INFORMATION (Please print using black or blue ink):

Applicant name: __________________ Organization (if applicable): __________________

Address: __________________________________________ City: ______________ State: ____ Zip: ____________

Daytime phone: _________________________ Alternate phone: _________________________

E-mail address: __________________________________________

Alternate contact name: ___________________ Phone: _________________________

EVENT INFORMATION:

Date requested: _____ Alternate date: _____ Expected attendance: _____ Entry time: _____ Exit time: _____

ONGOING RESERVATION: (if applicable)

Start date: ______ End date: ______ Day(s) of week __________________________

Describe the event: _______________________________________________ __________________________

RESERVATION FACILITY REQUESTED: (check only one)

☐ William Green Park Softball Field
☐ Jane Addams Park Baseball Diamond (Major Field)
☐ Jane Addams Park Baseball Diamond (Intermediate Field)
☐ Jane Addams Park Baseball Diamond (T Ball Field)
☐ Jane Addams Park Athletic Field (All three diamonds must be reserved)
☐ Rogers/Anderson Park Athletic Field

FACILITY USE RULES: The following is a partial list of the City’s facility use rules. For complete information, refer to Council Policy No. 78-04.

- A use permit is required for group sports activities involving 20 or more individuals, or organized sports activities involving five or more individuals at Jane Addams, William Green, Will Rogers and William Anderson parks. Organized and non-organized sports activities are prohibited at Hopper, Hogan and Rudolph parks.
- The City reserves the right to require event security for permitted user groups in excess of 100 individuals at a cost to the applicant for permitted sports activities as mentioned above.
- Permitted sports activities require General Liability Insurance in an amount no less than $1,000,000.00 per occurrence plus no less than $2,000,000.00 aggregate prior to any use permit is issued. Uninsured entities or private groups may purchase General Liability Insurance through the City’s third party provider at a cost to the applicant. Please note that the City is not an insurance provider and does not sell insurance.
- Jane Addams Park snack bar may only be used in conjunction with an athletic field permit for Lawndale community-based or Lawndale youth sports entities with written approval from Los Angeles County Department of Public Health. Jane Addams Park snack bar is not available for reservation by private groups.
- Open park space is available on a first come, first served basis and cannot be reserved. Use permits are not issued for private gatherings or celebratory activities within areas which cannot be reserved at any City of Lawndale parks.
- Portable charcoal grills are prohibited at all City of Lawndale parks. Exception: Charcoal is allowed for use at built-in barbeque grills at Jane Addams Park only.
- Jumpers/bounce houses are prohibited at all City of Lawndale parks.
- Mobile food carts and trucks, motorized carnival rides, animal attractions, live music and disc jockeys are prohibited on all City of Lawndale parks.

“I agree to and accept all conditions as stated in Council Policy 78-04, Facilities Use Rules and Regulations.”

________________________     _______________  
Signature                             Print Name                              Date
I, ___________________________________________________(FULL NAME), on behalf of _________________________(ORGANIZATION) understand that my use of the _____________________________________ (hereinafter “City Facility”) exposes me to the risk of personal injury, death or property damage, as well as the risk of injury or damage to other people or property. I hereby acknowledge that I am voluntarily requesting to use this City Facility and agree to assume any such risks on behalf of myself and the Organization and any participants in said use.

I hereby release, discharge and agree not to sue City of Lawndale and its officers, agents, and/or employees against any claim for any injury, death or damage to or loss of personal property arising out of, or in connection with, my and the Organization’s use of the City Facility from whatever cause, including the active or passive negligence of City of Lawndale or any other participant in the use of the City Facility, other than an injury or damage arising out of the sole negligence or willful misconduct of City, its officers, agents, and/or employees.

In consideration of being permitted to use the City Facility, I hereby agree, for myself, my heirs and assigns and the Organization that I/the Organization shall indemnify and hold harmless City of Lawndale, its officers, agents, and/or employees from any and all claims, demands actions or suits arising out of or in connection with my/the Organization’s use of the City Facility.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. IF THIS APPLICATION IS BEING SOUGHT ON BEHALF OF AN ORGANIZATION, I AM DULY AUTHORIZED TO SIGN THIS RELEASE ON BEHALF OF AN ORGANIZATION. I AM AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

I agree this is not a reservation confirmation.

__________________________________________  __________________________
Applicant’s Printed Name                 Applicant’s Signature

__________________________
Dated