



# 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

CHI Community Room

### Barnes Park

BP1 Gymnasium  
BP2 Pool  
BP3 Ballfield 1  
BP4 Amphitheater Stage  
BPS1 Picnic Shelter 1  
BPS2 Picnic Shelter 2  
BPS3 Picnic Shelter 3  
BPS4 Picnic Shelter 4  
BPS5 Picnic Shelter 5  
BPS6 Picnic Shelter 6

### George Elder Park

EP1 Gymnasium  
EP2 Community Room (cap. 100)  
EP3 Pool  
EPS1 Picnic Shelter 1

### Garvey Ranch Park

GP1 Main Room (cap.100)  
GP2 Ballfield 1  
GP3 Ballfield 2  
GPS1 Picnic Shelter 1  
GPS2 Picnic Shelter 2  
GPS3 Picnic Shelter 3

### Highlands Park

HPS1 Picnic Shelter 1

### La Loma Park

LL1 Ballfield 1  
LL2 Ballfield 2

### Langley Center

LCMR Main Room (cap.260)  
LCAB AB Room (cap.151)  
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  
SV3 Picnic Shelter

### Sequoia Park

SE1 Ballfield 1

### Service Clubhouse

SCH1 Main Room (cap.150)  
SCH2 Annex Room

### Sunnyslopes Park

SSP1 Picnic Shelter 1  
SSP2 Multipurpose Field

### FOR OFFICE USE ONLY:

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Insurance by \_\_\_\_\_ City \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant \_\_\_\_\_

Comments: \_\_\_\_\_ Permit No. \_\_\_\_\_