



City of Los Angeles Department of Recreation and Parks
Hubert Humphrey Recreation Center

12560 Filmore St. Pacoima, CA 91331 (818) 896-6510
HubertHumphrey.RecreationCenter@lacity.org



Permit Information

Procedures/Rules for all Permits

- A. Permit Applications must be submitted at least **1 month** before the event.
- B. A 50% deposit is required for all permits with the balance due on the first day of the permit.
- C. There is a cancellation fee of \$50 if given less than 2 weeks' notice.
- D. No alcohol is permitted at the park.
- E. Permits will not be given if the permit conflicts with or takes place during park programs.
- F. Staffing Fees will be required if the facility is normally closed.
- G. **If insurance is required, you must post your insurance online at track4la.lacity.org**

Baseball/Soccer Field Use

- A. For field use at any time on Sunday or Monday – Friday from 6 pm - 10 pm, please call Municipal Sports at (818) 765-0284 to obtain a permit.
- B. **Field Rate:**
 - **\$25 per hour during the day, \$35 per hour at night.**
 - Fee Generating**: \$60 per hour during the day, \$75 per hour at night.
- C. For Youth Sports Organizations, including LAUSD, a \$10 permit fee will be charged and the rate is \$8 per hour during the day, \$10 per hour at night.
- D. **Staff Fees (applied when the facility is normally closed): \$22.00 per hour**
- E. Permit is for use of field only. We do not line fields and nor lend bases.

Gymnasium Use

- A. **Gym Rate:**
 - **\$40 per hour.**
 - Fee Generating**
 - Over 100 people: \$225 for the 1st 3 hours, \$100 for each additional hour.
 - Under 100 people: \$125 for the 1st 3 hours, \$50 for each additional hour.
 - Use of Scoreboard \$20.00 per hour (does not include staff to operate).
- B. **Staff Fees (applied when the facility is normally closed): \$22.00 per hour**
- C. Rental of the gymnasium is for sports use only.

Child Care Room Use

- A. **Room Rate:**
 - **\$285 for the 1st 3 hours, \$40 for each additional hour.**
 - Fee Generating**
 - \$410 for the 1st 3 hours, \$100 for each additional hour.
- B. Includes kitchen use and tables and chairs available
- C. **Staff Fees (applied when the facility is normally closed): \$22.00 per hour**

**Any use of facilities where fees/admissions are charged, or donations are collected, either on-site or off-site by any entity must pay this fee.

Filming

For information regarding filming permits, please call the park film office at (323) 644-6220

Special Events/Fund Raisers

Includes but not limited to public service activities, arts and crafts, festivals and fiestas.

A. Daily fees are as follows: (Please note that non-profit groups must have non-profit registration number.)

Anticipated Attendance	Free Admission To Public	Admission Charged To Public
63+66+ 1-250	\$100	\$350
251-500	\$250	\$750
501-1000	\$500	\$1500
1001-over	\$850+	Negotiable

In addition to the above fees, Booths are

\$200 / booth for commercial entities
\$100 / booth for profit organizations
\$50 / booth for non-profit organizations

*A clean-up fee of \$500 is also required. 80% is refundable.

- B. Other permits such as fire department and food permits may be required by other agencies.
- C. Permittee must provide 1 portable sanitary facility per 200 (or portion of) expected attendance.
- D. Permittee also must provide sufficient trash receptacles.

Picnics/Outdoor Parties

- A. Picnics and parties are first come first serve. No application is necessary.
- B. If you wish to have a moon bounce (jumper), the company must make a copy of their insurance (\$1,000,000) and leave it with you during the party as well as provide a generator (there is no electrical outlet.) A list of the companies that rent moon bounces can be obtained in the office.

We do not recommend or endorse one company over another. Those companies listed above have simply complied with the insurance requirements set forth by the City of Los Angeles. We have no knowledge of the reputation, safety, or reliability of any of these companies.

Other Procedures/Rules for all Permits

- A. No signs or any kind of advertisement can be displayed at any time before your permitted time at Hubert Humphrey Recreation Center.
- B. Vehicles are prohibited from driving and/or parking on the park property except in the parking lot.
- C. No amplified sound is permitted in the park.
- D. Any non-profit character-building or recreation agency, anonymous group or government agency may use a room without charge for meetings only. If the group is collecting money, they must use the fee schedule from above. Groups must provide 501-C3 documentation.