



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: SUNLAND Tujunga Neighborhood Council

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: BEAUTIFICATION COMMITTEE OF STNC

Contact Person: Nelly LUBOFF

Phone: 818 389-2800 Email: NELLYLUBOFF@YAHOO.COM

Co-Sponsor (if applicable): N/A

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: PINWOOD Elementary School MURAL. A 200 foot MURAL depicting the history of the local area painted by volunteers.

Date: 11-15-2020 Time Frame: 6 HRS TO 1 YR Est. number of attendees: 6-10 Event Budget: \$3000+

Venue Name: PINWOOD ELEMENTARY SCHOOL

Venue Address: 10111 SILVERTON AVE. Tujunga, CA 91042

Contact Person: PRINCIPAL JAMES LEE

Phone: 818 353-2515 Email: JTL8871@LAUSD.NET

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Nelly Luboff Date: 10-24-2020

Print Name: Nelly Luboff Title: Chair of Beautification Committee

Email: NellyLuboff@yahoo.com Phone: 818 389-2800

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Budget for Pinewood Elementary School Mural

Paint \$2350.00

Misc (brushes, buckets, cleaning materials) \$300.00

Liability Insurance (LAUSD mandate) \$350.00

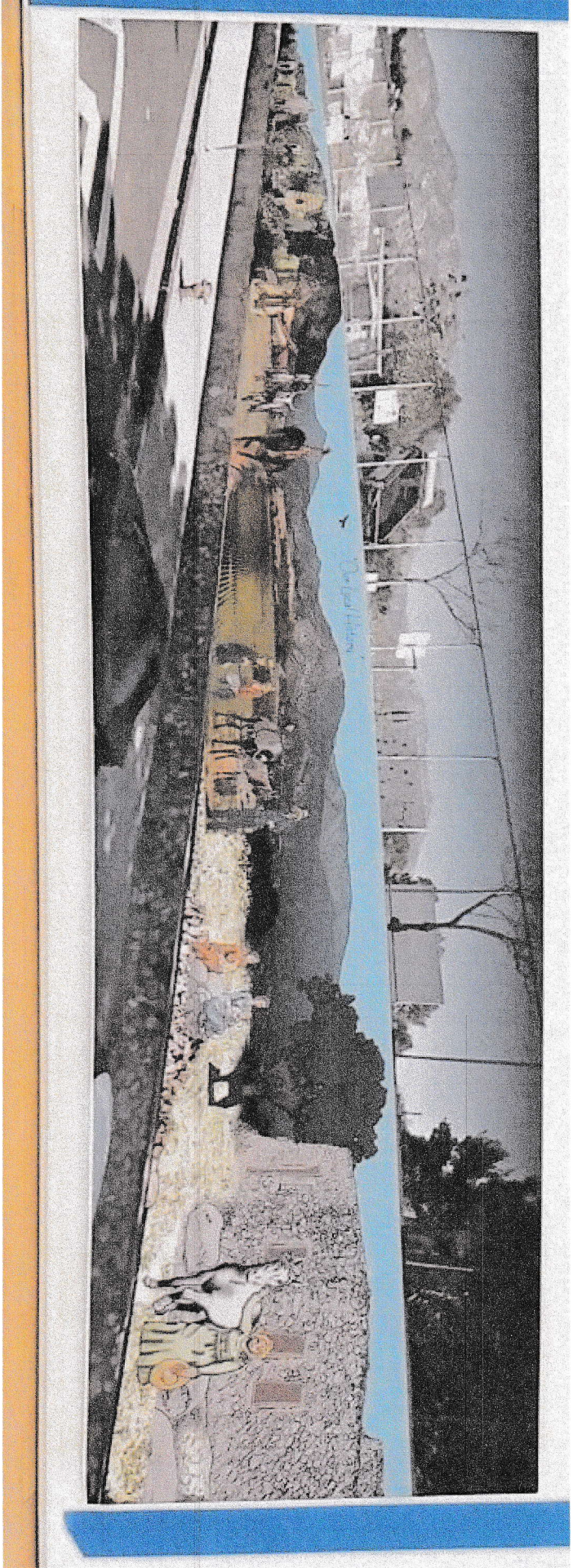
Total Budget of \$3000.00

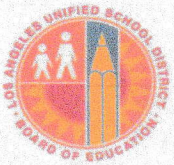
Event Precautions during Covid-19 Plan

The Beautification Committee will implement Outdoor Safe social distancing protocols during the event dates in guidance with the City of Los Angeles.

Painting of the mural will be done by sections already sketch in and by 6 feet apart social distancing with PPE masks.

The project is set to take 6 months to a year to paint. This will be done on scheduled days with a maximum of 6- 10 committee members and community volunteers.





**LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR FACILITIES USE**

Requests must be received no later than 15 Business days before the first day of your requested use.

I. APPLICANT INFORMATION

Date: _____

Please indicate your organization type below and fill in the required applicant information.

FOR LAUSD SCHOOLS OR OFFICES, PROP 39 /CO-LOCATED CHARTERS (only):

- LAUSD School or Affiliated Charter Prop 39 / Co-Located Charter School
 LAUSD Board Member or District Offices

School/Office Name: Pinewood Avenue Elementary School

Mailing Address: 10111 Silverton Avenue, Tujunga, CA 91042

LAUSD Contact Person: James Lee Street Address, City, State and Zip Code E-mail: jtl8871@lausd.net

Phone: (818) 353-2515 Fax: (818) 353-3179

Will this event/activity be co-sponsored by other organizations? YES NO

Please list additional sponsors here: Sunland - Tujunga Neighborhood Council Beautification Committee

OTHER APPLICANTS: The applicable processing fee (money order or cashier check only) is required to be submitted with each application

- Civic or Service Group or one of the following groups: i.e. Boy Scouts, Girl Scouts, Camp Fire Girls, Good News Club or School Advisory Councils
 Other Schools or Private Schools PTA / PTO / Booster Individual
 Public or Governmental Agency Religious Organization Company / Corporation
 Neighborhood Council Non-profit with 501(c)(3) (Number # _____)
 Off-Season Coach Other (describe) _____

Organization Name or Applicant: Sunland-Tujunga Neighborhood Council Beautification Committee

Mailing Address: 7747 Foothill Blvd., #101, Tujunga, CA 91042

Contact Person: Nelly Luboff Street Address, City, State and Zip Code Website: www.stnc.org

Driver License or ID# _____ State where license/ID was issued? _____

Phone: (818) Fax: ()

Cell: (818) 389-2800 Email: nellyluboff@yahoo.com

II. SCHOOL WHERE EVENT/ACTIVITY WILL TAKE PLACE:

a. 1st choice Pinewood Avenue Elementary School School Contact & Title: James Lee, Principal

b. 2nd choice* n/a School Contact & Title: _____
 (*2nd choice required only if applying for a recreational permit.)

III. EVENT/ACTIVITY DESCRIPTION

(a) Please mark an "X" in the columns to the right to indicate your responses to the questions

1. Will this event occur during school hours?
2. Will any District or Student Body funds be used?
3. Will you charge for the sale of products or fees for services?
If YES, how much per person? \$ _____ Per day \$ _____ Per week \$ _____
4. Will any fees, admissions or donations be charged or collected for this event/activity?
If YES, how much per person? \$ _____
What are funds used for? _____

| YES | NO |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Describe intended event, program or use in detail (Use separate sheet if necessary.) Please attach corroborating information such as copy of flyer or advertising, list activities, detailed agenda or schedule and event itinerary.

The Sunland-Tujunga Neighborhood Council Beautification Committee, in partnership with Pinewood Elementary School, is installing a mural on a wall along Pinewood Avenue. The preparation for the mural has been completed and funded by Local District Northeast. The Beautification Committee also proposes to install California native plants along the base of the 200 foot long mural. *said plants will be donate*

- (b) Will any of the items or categories below be a part of the intended event? (Check all activities applicable to your event.)
- Animals BBQ Fireworks Fundraiser Festival/Fair/Carnival Inflatables/Jumpers
 Childcare/Enrichment Cultural activities Religious services Concert/performances
 Recreational sports Recreational camp/clinic Summer/winter/spring camp
 Beautification Event (i.e. gardening, tree planting, murals or painting, campus clean-up)
 Meetings - Check One: _____ Open to the Public _____ Closed to the Public or by invitation only
 Topic to be covered: _____

- (c) Will there be food / food concessions at event? YES NO
- If YES, Pre-packaged food Catering Food Trucks
 Other (explain) _____

IV. REQUESTED DATE(S) / TIME(S): You may attach additional sheets if necessary.

| | Event/Program Dates | | Times | | Specify days of use (i.e. daily, only Mondays) |
|-----------|---------------------|-----|-------|-----|---|
| | From: | To: | From: | To: | |
| Date(s): | | | | | |
| Date(s): | | | | | |
| Date(s): | | | | | |
| Rehearsal | | | | | |
| Set-up | | | | | |
| Tear-down | | | | | |

V. ATTENDANCE: Participants/Spectators:

- (a) Number of participants 15 (b) Number of spectators 3
- (c) Will minors (individuals under the age of 18 years old) be participating in this event? YES NO
- (d) What percentage of participants live within boundaries of LAUSD? ALL

Youth Group Applicants Only:

- (a) Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings, on this campus(es)? YES NO
- (b) The Applicant understands and agrees that the youth group and its representatives are not authorized to access the facility noted in this application but not authorized to access any other areas of the campus. YES NO

VI. REQUESTED FACILITIES:

Check all facilities to be used:

- Indoor Facilities:**
 Auditorium Classrooms, number of classrooms _____
 Cafeteria Dining Area only Library Multipurpose Room
 Other (please specify) _____
- Recreational Facilities:**
 Gymnasium Middle School Gym
 (Check appropriate school/gym size if applicable) High School Gym: Small Large
 Football Field Soccer Field Tennis Courts Track Field
 Swimming Pool Baseball/Softball Diamond Other _____
- Outdoor or Other Facilities:**
 Outdoor Lunch Area Playground/Blacktop Quad
 Other the exterior wall along Pinewood Avenue.

VII. Parking/Parking Operations:

NOTE: Availability of parking or sufficient parking to accommodate your use during any event is not guaranteed and is at the discretion of the school or District office.

- (a) Check all areas to be used for parking: Street Parking Parking Lot Playground / Blacktop
 - i. Parking will be (check one): **SELF PARKING (no parking operator)**
 PARKING OPERATOR/VALET COMPANY
 - ii. If the applicant is not a parking operator, please provide the name of the company providing services here: _____ (NOTE: Parking operator will also be required to provide insurance.)
 - iii. Will shuttle services be provided? YES NO Operator Name (if different from above): _____
- (b) Number of cars anticipated? _____
- (c) Will a fee be charged to park? YES NO
 If YES, how much per vehicle? \$ _____ Per day \$ _____ Per week \$ _____

VIII. Will District equipment be required? Describe below (Audio visual, lighting, tables, chairs, etc.) YES NO

(Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.)

IX. Insurance Requirements

See Attachment B for Standard Insurance Requirements which are subject to change. Actual insurance requirements will be determined by the nature and scope of your event or activity.

By signing below, the Principal, Administrator or applicant represents that the information provided in this Request for Facilities Use is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of this facilities use request.

**FOR LAUSD School/Office/Prop 39/
Co-located Charters events**

PRINCIPAL / ADMINISTRATOR SIGNATURE:

James Lee
Signature and Date
James Lee, Principal

PRINT NAME and TITLE

Pinewood Avenue Elementary School

Name of School or Office

FOR OTHER APPLICANT SIGNATURE:

Signature and Date

PRINT NAME and TITLE (if applicable)

Name of Organization

Forward your completed Request for Facilities Use form as follows:

Scan and email to: facilities-use@lausd.net

OR

Mail or walk-in application to:

Los Angeles Unified School District
Permit Office
333 S Beaudry Avenue, 1st Floor
Los Angeles, CA 90017
Business Hours: 7:00am to 4:00pm

Should you have any questions, please contact:

Los Angeles Unified School District Permit Office 213-241-6785
213-241-6900

PLEASE BE ADVISED THAT COMPLETION OF THIS FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS REQUEST FOR FACILITIES USE DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE.

After the initial review of this completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling.

Additional documents and fees may be required by these offices prior to formal approval of your request.