

**JACK AND DENNY SMITH LIBRARY AND COMMUNITY CENTER**  
**3981 San Rafael Avenue, Los Angeles, CA 90065**  
**COMMUNITY USE APPLICATION**

**Before filling out this application, please read the restrictions and guidelines on page 3. All events must be open and of interest to the public; private events are not allowed. School and school-related groups will have priority. This application needs to be submitted three weeks in advance.**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Organization: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Neighborhood Council:  Arroyo Seco  Greater Cypress Park  Glassell Park  Highland Park

Area Requested: Multipurpose Room  Library  Computer Rm.  Kitchen

\*Note: The areas below are **NOT** part of the Jack and Denny Smith Library and Community Center and will require separate LAUSD permits for use.

Lunch Pavilion\*  Lower playground\*  Upper Playground\*  Amphitheater\*  Main School Bldg\*

Purpose of Use: \_\_\_\_\_

Is this a recurring event? Yes  No  If yes, state starting date: \_\_\_\_\_ ending date: \_\_\_\_\_

Date(s)/Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Estimated Number of People Attending Activity: \_\_\_\_\_

Equipment Requested: # Chairs \_\_\_\_\_, # Tables \_\_\_\_\_, A/V equipment \_\_\_\_\_, Stage Lighting \_\_\_\_\_, Stage Screen \_\_\_\_\_, Kitchen Utensils \_\_\_\_\_, Projector \_\_\_\_\_, Computers \_\_\_\_\_, Other \_\_\_\_\_

Please describe equipment needs/amounts in detail: \_\_\_\_\_  
\_\_\_\_\_

Signature of Person in Charge of Activity: \_\_\_\_\_

Back-up Contact Person: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Is the billing address the same as the contact address?  If not, please list that person's name and address: \_\_\_\_\_

Is this a non-profit group? Yes \_\_\_\_\_\* No \_\_\_\_\_

*\*Note: You will need to attach an IRS letter or other information to support your non-profit status. Non-profit status is not required for use.*

Does your group have liability insurance? Yes \_\_\_\_\_\* No \_\_\_\_\_

*\*Note: You will need to attach a rider indemnifying FOMWS, FOMWS Board Members, and the Jack and Denny Smith Library and Community Center Steering Committee members. Liability insurance is not required for use.*

Will a participant fee be charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, amount \_\_\_\_\_

Will admission be charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, amount \_\_\_\_\_

If any fees or revenue will be generated, please describe use or benefit of such revenue.

Will vendors be at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe the type and number of vendors: \_\_\_\_\_

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe \_\_\_\_\_

Will kitchen be used to prepare or serve food? Yes \_\_\_\_\_\* No \_\_\_\_\_

*\*Note: Use of kitchen must be supervised by a certified food handler, whose certification must be submitted with this application.*

**FOR OFFICE USE ONLY**

Steering Committee Approval \_\_\_\_\_ Denial \_\_\_\_\_

Date \_\_\_\_\_ If denied, reason why \_\_\_\_\_

Building Rental Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_ Staff \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Denial \_\_\_\_\_

Date \_\_\_\_\_ If denied, reason why \_\_\_\_\_

Comments: \_\_\_\_\_

## RESTRICTIONS AND GUIDELINES

1. All applications are subject to overhead charges for custodial support, technical support, supplies, prorated insurance, and utility use. Subsidies may be available to help offset these charges. Please inquire when submitting this application.
2. Community use of school premises is limited to the following hours:
  - Monday thru Friday 6:00 p.m. to 10 p.m. (when school is in session)
  - Monday thru Friday 6:00 a.m. to 10 p.m. (when school is not in session)
  - Saturday and Sunday 6:00 a.m. to 10 p.m.
3. Events shall be non-exclusive and shall be open to, and of interest to, the community.
4. School premises shall not be used by any person, group or organization as political campaign headquarters for any purpose or for religious services.
5. Usage of a school by a single organization or activity may be limited in order to ensure an equitable distribution of use among the various organizations and activities.
6. Permits for the use of kitchen may be issued only with the employment of a certified food handler. Certification must be presented with application.
7. There will be no smoking within any building or in any other place on the school site.
8. The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting, betting or other forms of gambling, card playing, conducting a raffle or lottery. No activity shall be conducted which constitutes a violation of any federal, state or local law. Sex offenders may not be on school grounds.
9. No gratuities shall be given to or accepted by school district staff.
10. All school grounds shall be left in the same order, condition and degree of cleanliness as existed at time of entry. Premises must be cleaned and vacated by 10 p.m.
11. Any use of school facilities for non-school purposes shall comply with all state and local fire, health and safety laws.
12. After a half-hour waiting period, school premises will be locked if the group has not arrived.
13. Applications for recurring events must be renewed every half year.
14. Parking is a problem for large events, and traffic jams can ensue. If events are expected to have more than 100 people, lessee must provide at least two parking coordinators to direct cars to open parking and away from neighbors' driveways and narrow streets, especially on Danforth, Glenalbyn, and parts of San Rafael. Parking coordinators should wear bright or reflective clothing, carry flashlights, and take other reasonable precautions.
15. Use of the facility is revocable by the Jack and Denny Smith Library and Community Center Steering Committee or the Friends of Mt. Washington School for violations of the above Restrictions and Guidelines.

**Please send applications and supporting paperwork to Friends of Mt. Washington School**  
[friendsofmountwashingtonschool@gmail.com](mailto:friendsofmountwashingtonschool@gmail.com)

Mt. Washington Elementary, 3981 San Rafael Ave., LA CA 90065.

*The Jack and Denny Smith Library and Community Center (JDSLCC) Steering Committee guides community use of the JDSLCC. The Steering Committee is composed of 12 community members from Mt. Washington Elementary, Friends of Mt. Washington School, PTA, Self-Realization Fellowship, Mt. Washington Association, Mt. Washington Homeowner's Alliance, and the Arroyo Seco, Greater Cypress Park, Glassell Park, and Historic Highland Park Neighborhood Councils.*