



### BACKGROUND/OVERVIEW

Department of Parks and Recreation (DPR) updated our Business practices in consultation with County Counsel, outside counsel and CEO Risk Management to develop a new Memorandum of Agreement (MOA) process that will be required for any and all use by a school, including picnics, field trips, athletic programs, aquatics, physical education classes, tournaments, graduations, et al. A new MOA must be approved through the Planning and Development Agency (PND) before any school use can be provided in County parks. Once the MOA is in place, then the school may work through ActiveNet to schedule usage of DPR facilities.

If you have questions on establishing an MOA between your School District and Los Angeles County Department of Parks and Recreation, please contact your Superintendent's Office as MOA's require approval and execution by your Board of Education or applicable governing entity. Please allow ample time to complete this process.

### WHO

All schools--Public, Private, Charter Schools, Universities and Colleges

### RESOURCES AND PROCESS TO APPLY

- DPR has a webpage <https://parks.lacounty.gov/schools-moa/> outlining the process and application materials
- There is a specific email available for all communication on MOAs [MOAforschools@parks.lacounty.gov](mailto:MOAforschools@parks.lacounty.gov)
- In order to initiate the process, a school administrator from the school district or school must submit the on-line application through Epic-LA. A separate landing page has instructional sheets to help.
- PND will review the application and contact the school administrator to begin the process
- PND will work with schools to review the MOA and support as needed the process for the school to take the agreement to their Board for approval
- Once there is an executed MOA and all associated documents approved, the school will be given access to ActiveNet to reserve their facility activity

### FEES & PARK IMPROVEMENTS PROGRAM

For all School sponsored athletic programs with K-12 Schools only, excluding aquatics use, an in-lieu or reduced rental fee structure is provided to mirror the Core and Community Program Partnerships. PND will work with the Field Agency on developing an in-lieu program if the school identifies their preference for the in-lieu of fees program. Alternatively, a school may choose to pay the 25 percent discounted rental fee offered to community organizations for school-sponsored athletic activities. DPR Rental fees schedule are available on the website.

In addition to a public benefit project, schools may provide the following direct contributions to the Department that are roughly equivalent to the fair market value of the amount of rental fees incurred for school's recurring use of Use Area: Criteria that will support the in lieu of fees structure could include the following:

- Funding for Programs and/or Projects
- In-Kind Goods and Services

For all other educational institutions and for K-12 schools other uses, such as:

- Aquatics Use
- Cross-country training and events
- Graduations
- Picnics
- Fundraising Activities

the Schools will pay the full rental fee according to the current DPR Facility Rental Fee Schedule. In addition, school use outside of standard operating park hours and usage of indoor facilities will require an additional charge for staff time.



## PROCESS

