



BACKGROUND/OVERVIEW

Department of Parks and Recreation (DPR) updated our business practices to provide park facility use by any school. A school sponsored incident resulted in DPR having to shoulder all liability from a lawsuit. The permit process did not cover DPR for liability and legal issues. As a result, DPR, County Counsel, outside counsel, and CEO Risk Management developed a new Memorandum of Agreement (MOA) process that will be required for any and all park use by a school, including picnics, field trips, athletic programs, aquatics, physical education classes, tournaments, graduations, etc. A new MOA must be approved through the Planning and Development Agency (PND) before any school use can be provided within County parks. Once the MOA is in place, then the school may work with Park's Reservations to schedule usage of DPR facilities.

This MOA replaces any permit/day use forms used in the past for all school usage of County parks.

WHO

All schools--Public, Private and Charter Schools

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 MOAforschool@parks.lacounty.gov .
- In order to initiate the process, a school administrator must submit an on-line application available on the Epic-LA website.
- PND will review the application and contact the school administrator to begin the process.
- PND will review the MOA and support the school's process to obtain their board's approval of the agreement.
- Once there is an executed MOA and all associated documents have been approved, the school may schedule use through Park's Reservations.

RESERVATION CONTACTS

- North Agency Reservations NorthReservations@parks.lacounty.gov
- East Agency Reservations EastReservations@parks.lacounty.gov
- South Agency Reservations SouthReservations@parks.lacounty.gov
- Regional Agency reservations are handled directly through the individual facilities.
[Please click here for a list of Regional Park phone numbers.](#)
- Botanic Gardens each have a foundation that manages and schedules activities independently.
 - Descanso Gardens [website](#) (818) 949-4290
 - Arboretum [website](#) (626) 821-5897
 - South Coast Botanic Garden [website](#) (424) 452-0920



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. The current DPR Rental fees schedule is available on the Epic-LA website.

Schools may provide the following direct contributions to DPR that are roughly equivalent to the fair market value of the amount of rental fees incurred for school’s recurring use that will replace Parks costs. Criteria that will support the “in lieu of fees” structure will require a public benefit project, as well as choices from the following options:

- Funding for Programs and/or Projects
- In-Kind Goods and Services
- Parks and Recreation Facility Maintenance

All other educational institutions and all other uses of K-12 schools will require the Schools to pay the full rental fee according to the current DPR Facility Rental Fee Schedule, such as:

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

In addition, school use outside of standard operating park hours and usage of indoor facilities will require an additional charge for staff time.