



# Memorandum of Agreement for Use of DPR Facilities by Schools

Los Angeles County  
Department of Parks  
and Recreation

June 2023



## Introductions

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Alina Bokde

Chief Deputy Director

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County Counsel

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Project Lead



# Agenda

- Partnership and Collaboration
- Background
- MOA
- Next Steps

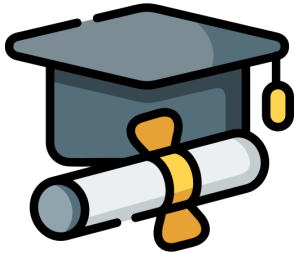




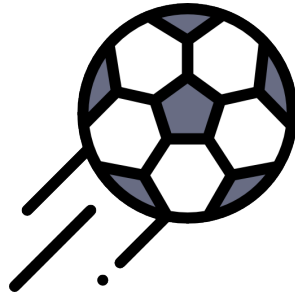
# Partnerships



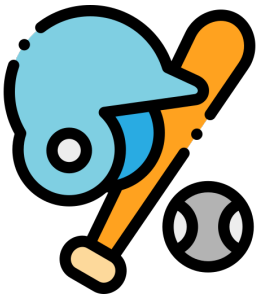
Basketball



Graduations



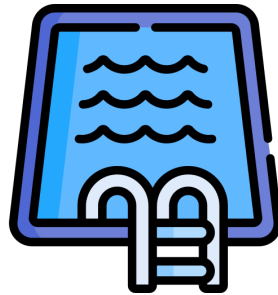
Soccer



Softball/Baseball



Cross Country  
Events



Swimming

School sponsored:

- Field trips
- Picnics
- Physical Education





# Background

- Lawsuit from school use of aquatic facility
- Day use permit was found unenforceable by the court
- School had field trip immunity





## MOA Development

- Due to the lawsuit, Parks needed to develop a new business plan that would ensure going forward our partners would accept a contractual obligation and partnership with the County.
- To this end, Parks sought partners to develop a new process. We engaged in a 3 year process to develop the school MOA program in conjunction with a broad base of partners:
  - CEO Risk Management.
  - County Counsel as well as outside Counsel.
  - LACOE staff as well as a focus group of Superintendents.
- In July 2021, Parks held informational outreach meetings that over 50 schools attended.
- In August 2021, Parks took the new MOA to the Board of Supervisors who adopted the agreement and provided Parks delegated authority to enter into MOAs with Schools to allow Parks to reopen park facilities to schools across the County.

# California Education Code

- Field Trip Immunity
  - This immunity generally means that school districts are not liable for injuries that students suffer when on a field trip.
- Governing Board Approval Requirement
  - Schools, Districts, Community Colleges, as well as higher education facilities all have governing Boards that must delegate authority to sign and ratify contracts.

# MOA as a Master Agreement

- Provides access to Parks reservations office
  - School Districts need to work with their Principals to coordinate MOA through the District offices
- Provides access to all 182 Parks including:
  - Aquatics facilities
  - Ballfields
  - Soccer fields
  - Tennis courts
  - Nature Centers
  - Botanic Gardens
  - Amphitheaters
  - Wildlife Sanctuaries
- As an example, the Archdiocese has over 200 schools covered under a single MOA



# Master Memorandum of Agreement (MOA)

- Applies to all schools and school districts (public, private, and charter schools)
- This process was approved by the Board of Supervisors in August 2021 and cannot be waived
- Terms and conditions of the Master MOA applies to all schools within a District
- Required for school usage of DPR facilities
- Single day usage and ongoing usage





# Management of Agreement

- **One year initial term**
  - Four additional years renewal options
- **Indemnification/Hold Harmless**
  - Indemnify the County for losses arising from District's use of the facilities

# Insurance

## Public School Districts - (Updated)

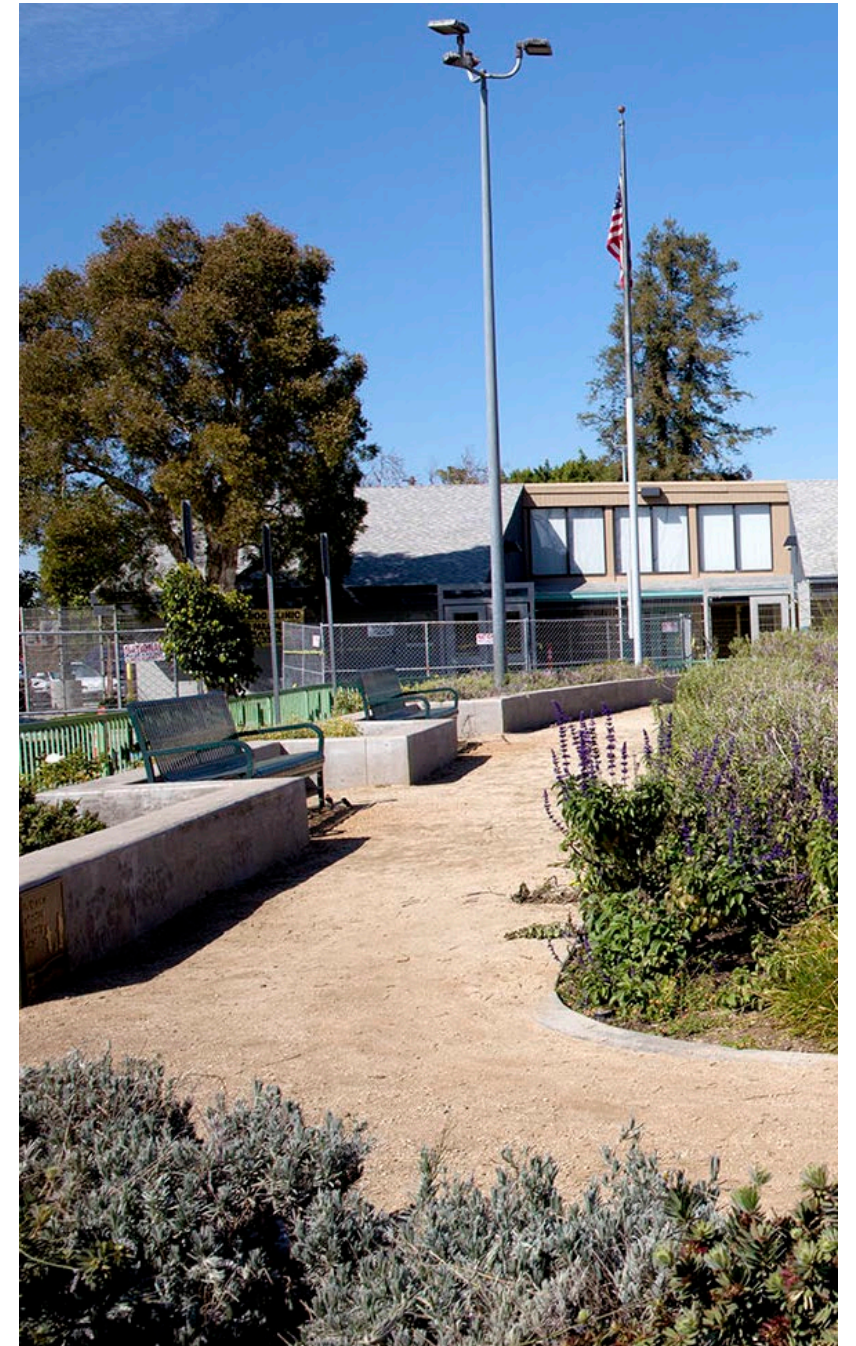
- **Liability Insurance.** Public School Districts may utilize self-insurance to satisfy the liability requirements.

## Private and Charter Schools

- **Commercial Liability Insurance.** MOA requires Private and Charter Schools to provide commercial liability insurance with Waiver of Subrogation and Additional Insured Status for the County.

## All Schools

- In addition, Workers Compensation and Property Insurance are also required, but all may be under a self-insurance program.
- All insurance requires Additional Insured status.
- **Limits**
- Normal activities               \$2M per occurrence and \$4M aggregate
- Aquatics usage                 \$5M per occurrence and \$10M aggregate





# Fee and Park Improvement Options

Use	Access	Compensation
<b>School Sponsored Athletics Program</b>	MOA plus Parks Reservations	<b>Option 1: 25% Discount from rental fee</b> <b>Option 2: Zero fees with maintenance obligation plus public benefit project</b>
<b>Aquatics</b>	MOA plus Parks Reservations	<b>Full Fees plus staff fees as needed</b>
<b>Graduations</b>	MOA plus Parks Reservations	<b>Full Fees plus staff fees as needed</b>
<b>Picnics</b>	MOA plus Parks Reservations	<b>Full Fees plus staff fees as needed</b>
<b>Botanic Garden and Nature Center Field Trips</b>	MOA plus Parks and/or Botanic Garden Reservations	<b>No fees</b>

# Epic LA for MOA Application and Tracking

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- As of January 2023, Parks moved our application and tracking of MOAs to an online module in Epic LA.
- We have a landing page on our Parks website with information on our new business practices that includes both a Registration and Application Guide.
- We have a dedicated email for all MOA inquiries that is responded to by multiple staff.
- Landing page – <https://parks.lacounty.gov/schools-moa/>
- Email address – [MOAforschools@lacountyparks.gov](mailto:MOAforschools@lacountyparks.gov)
- Our normal turnaround for execution of a MOA is 6-8 weeks which includes the typical response time from schools.

# Park's MOA Landing Page

## FACILITY USE MEMORANDUM OF AGREEMENT WITH SCHOOLS

Los Angeles County Department of Parks and Recreation (DPR) highly values partnerships with schools to enhance equitable access to facilities for athletic and educational programs across Los Angeles County.

We have updated our business practices to align with State law and provide clear, mutually beneficial agreement terms that enable our longstanding partnership with schools.

These new practices allow all school districts wishing to use our facilities to enter into a Memorandum of Agreement (MOA) with DPR, whose Planning and Development Agency will work closely with the School Board to execute the MOA. In preparation of the MOA and to ensure availability for school use of DPR facilities, you may work with the requested facility or the community service field agency reservations team to ensure the availability of the requested amenities. In the case of our Botanic Gardens, they each have individual foundations that can be approached regarding availability. Once the MOA is executed, these same connections will handle your reservations.

- North Agency Reservations [NorthReservations@parks.lacounty.gov](mailto:NorthReservations@parks.lacounty.gov)
- East Agency Reservations [EastReservations@parks.lacounty.gov](mailto:EastReservations@parks.lacounty.gov)
- South Agency Reservations [SouthReservations@parks.lacounty.gov](mailto:SouthReservations@parks.lacounty.gov)
- Regional Agency reservations are handled directly through the facilities. [Please click here for a list of 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

### QUICK LINKS

- [Epic-LA Link](#)
- [Epic-LA Registration Guide](#)
- [Epic-LA Application Guide](#)
- [MOA FAQ](#)
- [Fees](#)
- [MOA \(Public Schools\)](#)
- [MOA \(Charter & Private Schools\)](#)
- [Board Letter](#)
- [School MOA Presentation](#)

EPIC-LA

For all correspondence on the MOA, please use the following email address:

[MOAforschools@parks.lacounty.gov](mailto:MOAforschools@parks.lacounty.gov)

Or click the button below:

 SEND AN EMAIL



# Welcome to EPIC-LA



## Login or Register

Login or register for a new account.



## Apply

This tool will allow you to view permits/plans that are available to be applied for.



## Permit/Plan Helper App

This tool will help you select the correct permit or plan to apply for.



## Pay Invoice

Pay for an invoice. An invoice number is required.



## Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



## Request Inspection

Click here to request an inspection on an existing record.



## LOS ANGELES COUNTY DEPARTMENT OF PARKS AND RECREATION

- To start an application, log-in to Epic-LA and click on **Apply** from the Welcome screen.

The screenshot shows the EPIC-LA website interface. At the top, the header includes the EPIC-LA logo, the text "Los Angeles County → Electronic Permitting & Inspections", and a user greeting "Good Afternoon, John Johnson" with a shopping cart icon. Below the header is a navigation bar with links: Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, and Report. The "Apply" link is highlighted with a green box. Below the navigation bar is a blue banner with a message about planning offices and links to "locations and hours" and "virtual appointments". The main content area features a "Welcome to EPIC-LA" heading and three cards: "My Account", "Apply", and "Permit/Plan Helper App". The "Apply" card is highlighted with a green box, and a green arrow points to it from the "Permit/Plan Helper App" card. A "Give Feedback" button is located in the bottom right corner.

- Type Parks into the search bar, then click on **Parks Agreement Application** then **Apply**.

- Step 1 - provide a physical location. Click on  $\pm$  sign and enter an address of the the facility your application pertains to.

Apply for Plan - Parks Agreement Application \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

Please provide a location that relates to your Parks Agreement Application. If the Park Address does not return a result, please use an adjacent home address.

Location

Add Location

+

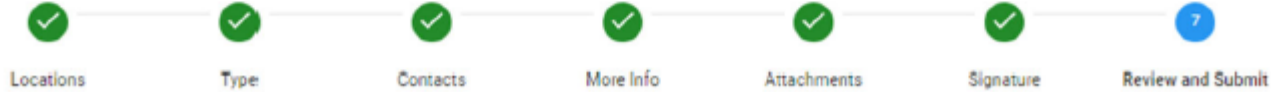
A location is required. If you do not know the address, or if the address will not populate correctly, please enter any address and we can correct this later in the process.



- Please review and click on **Submit** to turn in your application. Please wait for the final approval screen to materialize.

Apply for Plan - Parks Agreement Application

\*REQUIRED



Good Afternoon, [John Johnson](#)

[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Request Inspection](#) [Transportation](#) [Building Permit Help](#) [Customer Survey](#) [Map](#) [Pay Invoices](#) [Report](#) [Search](#)  
[Help](#) [Calendar](#)

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: DPR2022000009

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Parks Agreement Application	Status:	New - Online	Project Name:
Applied Date:	12/28/2022	Expiration Date:		
District:	Blank	Assigned To:	In Bow, Parks	Completion Date:
Description:	Description			

Save Draft

Submit

**Congratulations, your application has been submitted. We look forward to serving you!!**



To date we have Unified School District, Charter Schools, Private Schools and even the LA Community College District (Mission College) that have all provided commercial liability insurance and executed MOAs.

We currently have roughly 30 executed MOAs that cover over 375 total schools with access provided to dozens of parks across the County.

We simply ask that schools accept liability while using our facilities as if the activities were on their own campus.



# Questions and Comments

Thanks for listening

