



**City of Glendale
Community Services & Parks
Facility Permit Application**

Applicant Information

Organization Name: _____ Date: _____

Contact Name: _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Phone: _____ Email: _____

Reservation Information

Facility: _____ Room/Location within Facility: _____

Purpose of Rental: _____

Date(s) Requested: _____ Alternate Date(s): _____

State Time: _____ End Time: _____ Number in Attendance: _____

This is the time you will arrive to set up

This is the time you will be done cleaning up

Will you or any other individual, group, or company at your reservation:*

- | | | |
|--|------------------------------|-----------------------------|
| 1. Sell Merchandise? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Sell or serve alcoholic beverages? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Cook onsite? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Set up booths, stages, bleachers, and/or a jumper? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Require the use of, or barricading off, any City streets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Provide entertainment (i.e. movies, live performers, etc.)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Have amplified music/sound? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

a. Equipment Owner _____ Type of Equipment: _____

If yes to any of the questions above, please describe the event: _____

***Special Events**

**Some of the items above may trigger additional permits, such as a special event permit, a jumper permit, or an amplified sound permit. Renters may have sound without an amplified sound permit, but the volume should only be audible within the reserved picnic area or building. No DJ's are allowed without an amplified sound permit.*

Insurance

*Insurance may be required for your reservation. All insurance documents must be submitted at least 10 business days prior to the reservation date. A Certificate of Insurance **AND** an Endorsement must be submitted, if required. The City cannot accept documents without the exact wording as indicated on the sample insurance forms provided. It is the event organizer's responsibility, and not City Staff, to work with the insurance carrier to ensure the requirements are met.*

FACILITY LIST

Please submit your application directly to the facility you wish to rent.

For facilities marked with an asterisk (*), please submit your application to the Customer Service Office.

Adult Recreation Center (ARC) & Central Park Paseo

Central Park Complex
201 E. Colorado St.
Glendale, CA 91205
(818) 548-3775

ARCReservations@glendaleca.gov

Brand Studios & Brand Park*

1601 W. Mountain St.
Glendale, CA 91201
(818) 548-2752

CSPCustomerService@glendaleca.gov

Casa Adobe de San Rafael Park*

1330 Dorothy Ave.
Glendale, CA 91202
(818) 548-2752

CSPCustomerService@glendaleca.gov

Catalina Verdugo Adobe Park*

2211 Bonita Dr.
Glendale, CA 91208
(818) 548-2752

CSPCustomerService@glendaleca.gov

Cerritos Park*

3690 San Fernando Rd.
Glendale, CA 91204
(818) 548-2752

CSPCustomerService@glendaleca.gov

Customer Service Office

1401 N. Verdugo Rd.
Glendale, CA 91208
(818) 548-2752

CSPCustomerService@glendaleca.gov

Civic Center Plaza*

613 E. Broadway
Glendale, CA 91206
(818) 548-2752

CSPCustomerService@glendaleca.gov

Deukmejian Wilderness Park & Stone Barn Nature Center

3429 Markridge Rd.
Glendale, CA 91214
(818) 937-7428

DeukReservations@glendaleca.gov

Dunsmore Community Building & Park*

4700 Dunsmore Ave.
La Crescenta, CA 91214
(818) 548-2752

CSPCustomerService@glendaleca.gov

Glendale Civic Auditorium

1401 N. Verdugo Rd.
Glendale, CA 91208
(818) 548-2787

CivicReservations@glendaleca.gov

Glendale Sports Complex

2200 Fern Ln.
Glendale, CA 91208
(818) 548-6420

ComplexReservations@glendaleca.gov

Glenoaks Park/Joe Bridges Clubhouse*

2531 E. Glenoaks Blvd.
Glendale, CA 91206
(818) 548-2752

CSPCustomerService@glendaleca.gov

Griffith Manor Community Building & Park*

1551 Flower St.
Glendale, CA 91201
(818) 548-2752

CSPCustomerService@glendaleca.gov

Maple Park & Community Center

820 E. Maple
Glendale, CA 91205
(818) 548-3694

MapleReservations@glendaleca.gov

Pacific Community Center & Picnic Pavilions

501 S. Pacific Ave.
Glendale, CA 91204
(818) 548-4098

PacificReservations@glendaleca.gov

Pacific Community Pool & Wading Pools

509 S. Pacific Ave.
Glendale, CA 91204
(818) 937-7433

PoolReservations@glendaleca.gov

Palmer Park*

601 E. Palmer Ave.
Glendale, CA 91205
(818) 548-2752

CSPCustomerService@glendaleca.gov

Scholl Canyon (Lower Park & Picnic Area)*

2849 E. Glenoaks Blvd.
Glendale, CA 91206
(818) 548-2752

CSPCustomerService@glendaleca.gov

Sparr Heights Community Center

1613 Glencoe Way
Glendale, CA 91208
(818) 548-2787

SparrReservations@glendaleca.gov

Verdugo Park & Skate Park*

1621 Cañada Blvd.
Glendale, CA 91208
(818) 548-2752

CSPCustomerService@glendaleca.gov