Pop-Up Public Health Fair
A Toolkit for MacArthur Park
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About Our Project

The “Pop-Up Public Health Fair” toolkit was born out of the UCLA Community Scholars program and was created by the Healthy and Green Communities working group. It is designed to create a step-by-step manual on how to put together a health fair and other related public events in and around MacArthur Park. We hope that this manual will assist community organizations and nonprofits in navigating the City’s bureaucratic public event planning process by making the process clear and simple. The goal is that the toolkit will lead to more active and regularly occurring events at the park, bringing about an active community that promotes both health and civic participation for Westlake residents.

The “Pop-Up Public Health Fair” toolkit was designed and guided by the organizing of ¡Fiesta Salud!—a pop-up public health fair that was held in MacArthur Park to celebrate and promote healthy living. ¡Fiesta Salud! was organized by the Community Scholars Healthy and Green Communities team to better understand, survey, and engage the Westlake community, and to bring much needed health resources to the area. The process of organizing ¡Fiesta Salud! and the lessons learned from this event served as the blueprint for the toolkit.
The 2015 UCLA Community Scholars Program provides an opportunity for local Los Angeles community and labor leaders, regardless of their educational background, to participate in an applied research project in conjunction with graduate students from Urban Planning and the Chicana/o Studies Department for two academic quarters. The project culminates in a unique product designed by the Scholars and students to bring solutions and policy recommendations to a pressing issue in the Los Angeles region. This year’s issue or theme was centered around Immigrant Integration—the process by which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities that involve all community members and allows for immigrants to have better economic mobility, civic participation, and develops an immigrant receptive culture.

This 2015 Community Scholars approached the issue of immigrant integration through a series of dialogues, research studies, conversations with the community, and collaborative group exercises. This process resulted in the creation of four teams (1) Healthy and Green Communities; (2) Labor; (3) Education; (4) Housing. With each team developing policy recommendations and programs for each of their respective areas.

What is a Pop-Up Event?

¡Fiesta Salud! was designed as a “pop-up” event—a one time event that seeks to transform the public space for active public use. Pop-ups arose from a framework of tactical urbanism, which are tactics designed to improve the urban environment in an often, quick, temporary, and inexpensive manner as a way to make a part of a city more lively and enjoyable. Tactical urbanism offers individuals and communities cheaper, more temporary, and effective ways to re-envision and redefine public space without the need to invest in long-term infrastructure projects. These small-scale tactics tend to be community-oriented. A key goal of tactical urbanism is to not simply create a project that is “cool” and attracts people, but to change the way an urban place is used and perceived—even if it’s only temporary. If successful, the next step is to decide how to make these changes more permanent or recurring.
Why Focus on Health in Westlake?

The neighborhood of Westlake faces one of the City’s most pressing public health issues. Some of these public health issues include diabetes, park level of service, and uninsured residents. In 2012, Westlake had 92 hospitalizations for patients where diabetes was the condition established to be the chief cause of the admission of the patient to the facility for care (Office of Statewide Health Planning and Development, 2012). The community also suffers from limited park level of service. Park level of service is defined as the acres of parkland per 1,000 residents. According to the City of Los Angeles (2012), less than half an acre of park space is available per 1,000 residents in Westlake. Furthermore, the majority of residents are uninsured and unaware of public health resources in their community. Therefore, in order to address these issues we decided to create a pop-up public health event called ¡Fiesta Salud!.

Creating a Public Health Event

Putting on a pop-up public health event might seem like a challenging process, but we’re here to help! From the beginning to the end, we’ll talk about what it takes to put on a successful event.

On May 16th, 2015, we hosted ¡Fiesta Salud!, a pop-up public health event in MacArthur Park. It took us approximately 8 weeks of planning, but in the end, we were able to pull through and hundreds of local Westlake residents participated in the festivities. Throughout this easy-to-read report, we’ll share our planning process as well as offer our own suggestions. Let’s get started!

Entrance to ¡Fiesta Salud! attracted people into the park with use of temporary materials such as banners, balloons, and spray chalk.
Identifying Stakeholders

Any organization, whether it be corporations, nonprofits, or governments, needs a clear mission to guide their activity. Successful public events are planned with mindful decisions that target a specific population. At this point, you should identify who are the stakeholders—those who stand to benefit from the event and those whose participation in your event will be necessary. The event planning group should begin by researching the immediate needs of those most important stakeholders. Consider conducting surveys or interviews of people within the community. In the case of ¡Fiesta Salud!, we focused on the largely immigrant communities of Westlake and Pico-Union in Los Angeles.

TIP: A handy tactic in obtaining this early information would be dropping in to other public events taking place within the same community or neighborhood. Take note of what you believe to be public engagement successes or failures at the event, and interview attendants when possible.

Identifying Partners

Once your group has identified the stakeholders of the event, it is time to move toward engaging partners, either groups or individuals, to assist in organizing, providing resources, funding, advertising, or staffing the event. The more partners you can gain, the better. Be creative when considering organizations; you’d be surprised what groups are also serving the same stakeholders! For instance, a city council office can be a valuable liaison between your group and other city offices that you might have to contact. A big part of a council office’s job is knowing which local groups are working to help the community and so they are a valuable resource in getting local contacts. Even if a person or organization declines to work directly with your event, they could still act as a resource for other potentially useful contacts.

Allowing partners to have their own booths or tables at your event can be an attractive outreach opportunity for them. Among the many partners of ¡Fiesta Salud!, a good handful of organizations tabled and handed out information about their own organizations as people walked by. It is highly advisable that partners have active booths, featuring activities or giveaways, that can attract the public to your event. Passive booths without any activity will draw less people to their table, ultimately drawing less people to your event overall. Hash out all the activity details with the tabling partners before and leading up to the event. Check out Appendix A to see who partnered with us on ¡Fiesta Salud!

TIP: Conduct a meeting with all the partners one or two weeks before the big day so that they are prepared, equipped, and excited.

¡Fiesta Salud! had over 20 partners! Acción Westlake was one of these local partners.
Creating a Timeline

Nothing motivates people more than knowing that a clock is tick-tick-ticking away toward a certain deadline. An initial step of any public event is deciding what day it will take place. Using that date as a guiding mark, your group should work backwards and create a timeline that organizes and prioritizes your event’s requirements. Give yourself windows (in our case, it was once a week) of time to complete specified tasks, such as contacting potential partners or obtaining the necessary permits. If you manage the timeline well, you group can avoid stressful last-minute work. Please see Appendix B for the ¡Fiesta Salud! timeline.

TIP: As a precaution, have two dates in mind for hosting your event and plan your timeline accordingly.

Setting a Location

After knowing for whom, with whom, and when the event is taking place, the next step is to determine where the event will be held. There are both benefits and drawbacks to any location, so your decision should be guided by the mission and stakeholders of your event. Hosting your event at a public location, for instance, has the benefits of drawing in the public much easier than in a private location. For ¡Fiesta Salud!, engaging and celebrating public open space in MacArthur Park was one of our main goals and so we wanted a publicly accessible and visible location. Private venues can provide a greater sense of security and involve less permits, but they are much less likely to attract foot traffic off the sidewalk than an event in a public park or street.

The drawbacks of hosting a public event in a space such as a public park or a street are mostly bureaucratic. For example, the Los Angeles Fire Department requires that the organizers create a map that shows how the event will be physically organized, showing exactly where tables and other activities will be located within a park. Permitting will be discussed in detail in the next section.

TIP: For ¡Fiesta Salud!, we had three locations in mind just in case we couldn’t get our first pick. Try to have multiple locations ready just in case and be mindful of things like holidays, weather, and construction.
Obtaining a Permit

Obtaining permits for your event can seem daunting and uber-bureaucratic, but in actuality, it’s a manageable process if you work ahead of time. Taking the time to get a permit can lead to less conflict in the future. There are three types of events and they each require different types of permitting. Sargent James Baker will discuss two of the three types of events, while we will talk about obtaining a permit for an event in MacArthur Park. Presuming that this is not a First Amendment event, you should:

1 Set up a meeting with Andy Ho

Andy is a Recreation Facility Director for the MacArthur Park Recreation Center. He’s been with the City’s Department of Recreation and Parks for decades and can help you throughout the process. Give him a call at 213.368.0520, or shoot him an email at andy.ho@lacity.org.

2 Prepare for the meeting

Now that your event is starting to conceptualize, expect to present your event’s mission, potential partners, draft timeline, and site map. Andy will also ask you if you have liability insurance that covers up to one million dollars. For ¡Fiesta Salud!, we used the insurance from the National Day Laborer Organizing Network, as NDLON’s Director of Administration, Lorena Gamboa, will confirm. Therefore, if you are a nonprofit organization, the permitting process will be easier, but if you are not, find a nonprofit sponsor ahead of time as this can be a big headache!

Hello! My name is Lorena from NDLON and feel free to email me at lorena@ndlon.org for questions on obtaining liability insurance for your nonprofit!
3 Fill out the application form

With guidance from Andy, filling out the application can be very easy. See Appendix C for a sample of the application. It is important however to have this application filled-out weeks before your event, so plan ahead! Based on the types of activities you will have at your event, you will be informed of different costs. Things that can drive up your bill can include the amount of chairs, tables, canopies, waste receptacles, portable restrooms, portable handwashing stations, etc. Other things that make the event more costly are jump houses, non-acoustic music, vendors that serve hot or cold food, and post-event clean-up. Please see the next chapter on budgeting for more information.

4 Schedule regular check-in meetings

Leading up to the event, try to schedule weekly or bi-weekly meetings with Andy by phone or in person. Any changes to your event’s programming, let him know immediately. Fostering a good relationship with the Department of Recreation and Parks can result in a smoother process for future events.

Andy Ho

Hi! My name is Andy Ho and I am here to help you put on a great event at MacArthur Park. Here’s a bit of advice: For events that happen after the City’s fiscal year (end of June), we are more likely to support you financially.
If you’re thinking about temporarily closing down a segment of the street for an event, you would need to go to the Los Angeles Bureau of Street Services’ “Special Events Portal”. Applications must be submitted at least 45 days before the event, so plan to fill this out as early as possible. The online application form can be found at www.specialevents.lacity.org under the “Apply for a New Permit” tab. Please check Appendix D for a completed sample application. Depending on if you are closing a residential or commercial street, or are allowing vendors to sell goods or services, you would need to fill out additional permits found in Appendix E, F, and G. Print and complete the “Indemnification and Hold Harmless Agreement” form which can be found in Appendix H. Insurance forms must also be provided, but it is better to set up a meeting with the Bureau of Street Services so that you know what forms to provide. Email them at bssspevents@lacity.org or contact them at 213.847.6000. Starting on this process early can prevent any issues down the road!

If you are planning a rally, protest, or demonstration, you have yourself a First Amendment event. These events do not cost any money and if your street closure event involves a First Amendment action, your event might not require any money. I am more than happy to assist you in the permitting process! We have a permitting process not to penalize people, but it’s so that everyone knows what’s going on and no one is surprised. We want to work with the community, whether anti-police or not. Typically, we start by having a meeting with you, the Police Department, the Department of Transportation, the Bureau of Street Services, the Fire Department, and the Department of Building and Safety (if your event requires a stage). This is an opportunity for you to ask questions and for us to provide answers. Here, we can review your event’s site plan or offer security protection for any important people. You would also need to fill out a “Special Event Permit Application” which can be found online at www.lapdonline.org/search_results/content_basic_view/6521. If you call our permit office at 213.486.0640, they can guide you through the process. A completed sample of the application can be found in Appendix I. Once the application becomes approved through the Police Commission, your event should be good to go!

Here are some final tips. I advise you to work with us closely so that we can help you as much as we can. People think that because we are the police, we are not to be trusted, but that is simply not true. Secondly, plan ahead! Your event might take a few weeks to fully process and so planning and meeting with us early will help you avoid any complications as your event starts to manifest. Lastly, build partnerships. Develop relationships with not only us, but with other City departments and local organizations that have been through this process. Always better to get advice from people who have experience with the process!
Budgeting the Event

Budgets will vary depending on the size of the event, the permitting fees, and the financial capacity of the host organization. Financial resources for the budget can also come from a variety of places. For example, in the case of ¡Fiesta Salud! funding for budget items came from a multitude of sources including the host organization (The UCLA Labor Center) and different partner organizations who donated both monetary and in-kind donations towards the event. The liability insurance, for instance, was provided by a partner organization the National Day Laborer Organization Network (NDLON) who agreed to provide their liability insurance. Other donations included in-kind donations by the way of food, flyers, banners, and other promotional material. The larger the event, the higher the costs an organization will incur. To mitigate costs a successful strategy is to work in collaboration with a series of event partners who can donate towards the completion of the event. The items listed below were essential to this event which were provided by our partners.

- Trash Cans
- Sanitation Stations
- Portable Restrooms
- Vinyl Banner
- Music
- Zumba Instructor
- Mini-soccer field
- Food
- Canopies
- Tables
- Chairs
- Clean-Up Maintenance
- Bounce house
- Wayfinding supplies
- Promotion

Programming Your Event

Once the foundation for your public health pop-up - the date, place, people, and permits - is set, your group can begin thinking about the event on a more detailed basis. One such consideration is programming, a list of activities and people present during and within your event. With all the planning leading up to this, you might think that your event is already going to be successful. However, a well-run event will have a variety of activities that will make event-goers hangout for a longer period of time.

Information booths are a basic but often-overlooked component of programming. Canopies and tables visually indicate that an
event is happening, and for many members of the public, that may be enough to draw from their curiosity. Info booths can be effective in providing public health knowledge, although a well-balanced event does not rely solely on information tables to make an event.

Free activities outside of information booths are awesome. ¡Fiesta Salud! was oriented towards public health, so some of our activities centered around physical fitness. We had activities like a bounce house, soccer, running, hopscotch, and boxing to let people of all ages have fun while getting some exercise as well. Our event also featured a Zumba instructor who gave a free half-hour lesson to anyone who wanted to participate. The dancing and exercise was festive, and the upbeat music drew people into the park and towards our event.

In terms of music, we were fortunate to have a sound system and amplifier as well as some live acoustics. It is advisable that your group implement a full sound system. With music naturally comes dancing, and people definitely enjoy watching other people dance. Crowds draw bigger crowds, and dancing is often a good way to create a crowd.

Remember, the nature of this public health event is a pop-up, meaning that you should utilize temporary materials that have a low impact. We received consultation from Free Lo(t)s Angeles, a local organization that works with communities to transform vacant lots into health-promoting neighborhood resources. They advised we used temporary materials like spray chalk, colored duct tape, temporary wayfinding signage, balloons, and banners—all things that are temporary, affordable, and easy to clean up afterwards.

Surveys were also used to get a better understanding of the health needs of the community.

Outreaching to the Public

It’s time to get the word out! Outreach involves the creation of public awareness for your event. There are many ways to go about building awareness for your event, from flyers to social media to face-to-face contact. Flyers are the classic attention-getter in urban locales, and a well-designed flyer can catch many eyes if placed in a spot with high foot traffic. In the case of ¡Fiesta Salud!, MacArthur Park’s dense pedestrian traffic proved an ideal place for flyering, and attendants later said they came to the event because of the flyers. Having a consistent design style among the flyers and other event publications helps build an event brand, furthering boosting its awareness in the community.

Social media can also be a valuable resource for outreach, with platforms such as Facebook and Twitter allowing easy re-posting of your event’s information to other people’s feeds. However, face-to-face contact can generate a word-of-mouth buzz and is perhaps the most valuable kind of outreach as it denotes that the community is genuinely interested in your efforts. Whatever form your outreach takes, make sure to promote the programming activities and spread the word.

TIP: Only advertise those events your group has confirmed. Promoting the appearance of a certain activity or resource on your flyer, and subsequently not delivering during the event, can sour the very relationship your group is attempting to create with the stakeholders the event is intended to serve.
Example of Spanish Flyer

¡Fiesta Salud!

Sábado, 16 de mayo @ MacArthur Park
(10 AM to 3 PM)

- GRATIS -
  zumba - servicios médicos - Información de salud - fútbol - boxeo
  brinca brinca - correr - con música de Daniel A. Domínguez - ¡mucho diversión!

Example of English Flyer

¡Fiesta Salud!

Saturday May 16, 2015 @ MacArthur Park
(10 AM to 3 PM)

- FREE -
  zumba - medical services - health information - soccer - boxing
  moon bounce - running - music by Daniel A. Domínguez - fun!
Celebrating the Event

The big day is finally here! All the planning and hard work is about to pay off. In track and field they teach runners to run through the tape, to keep hustling until you’re past the finish line, and that same attitude should apply to your group while putting on your event. The event’s organizers should be prepared to arrive at the event site a few hours in advance for preparation. Ensure that any necessary deliveries or drop off of materials be done during this pre-event work time, so that the whole thing is ready to go when you open it up to the public.

Do you have an emcee? An emcee can vocalize the start and the end of the event as well as help transition every activity in between. ¡Fiesta Salud! had a bilingual emcee that was able to communicate the day’s events to everyone. Also without an emcee, who will announce all the cool prizes you’re going to raffle off?

Make sure every person involved has two things: the event map and the schedule of activities. That way, everyone involved has an understanding of what’s going on and where everything’s during all times of the day. But remember, the most important step is to have fun!

Volunteers are vital. Anyone, regardless of age, gender, housing status, or affiliation, can be of help. Make sure you have specific duties that can be assigned to your volunteers and remember to reward them for a job well done. Oh, and don’t forget to feed your volunteers!

Events held in public spaces, such as city parks, have the advantage of enabling any person to approach and perhaps engage in your program. Others may see this public accessibility as more of a burden than a resource, and feelings can run especially high when the local community includes homeless residents as well.

Our group made a conscious effort to be welcoming to any community member regardless of immigration or housing status. A handful of homeless residents did attend ¡Fiesta Salud!, and one in particular was so interested in our efforts that he offered to help us as a volunteer. He told us he was an army veteran, and his fluency in Spanish was used for translating on many occasions throughout the day. During lulls in activity he was friendly and talkative, eager to share his experiences of spending days on the streets and nights riding the buses around Los Angeles County.

He cordially left us as the event was winding down, and shows that our open attitude toward the public provided us with a very helpful partner. The negative stigma surrounding the homeless is based on exaggerated and unrealistic fears of those not like “normal” residents with stable housing, and your organization should resist accepting these stereotypes. Potential partners can be found in the community if your group approaches the community in a genuinely open manner.
Photos From Fiesta Salud!
Repeating the Event

Congratulations! Your event is winding down, and now it is time for everyone to exhale and reflect back on the effort. Was the event a success? Did your group serve the stakeholders? What worked and what didn’t? Could this event be repeated? This final question is the crux of this manual, as we want to ease the process of putting on a public health event and have it occur on a regular basis.

Our group took in a number of lessons for our experience with ¡Fiesta Salud!:

1. Defining Roles

The lack of defined roles for the people in our group, especially on the day of the event, hampered the preparation and made everyone work less efficiently. Groups should know who is responsible for what tasks prior to the day of the event, which both reinforces accountability and makes ease communication within the group.

2. Creating a Check-In List

We lacked a check-in list for our partners at the event, which led to some initial confusion at the beginning of the day. Have a roster of expected partners and attendants prepared before the event so the group knows exactly who is there and when they arrived. Groups should know who is responsible for what tasks prior to the day of the event, which both reinforces accountability and makes ease communication within the group.

3. Having a Real Perspective

Do not rely on hopeful thinking, but rather be proactive in securing the needed material and partners for your event. Simply put, do not plan more than you can realistically deliver.

4. Mitigating Safety

We had some potential safety issues that could have been mitigated if we had better coordination and supervision.

5. Coordinating Materials

If you’re partners are supporting you by providing materials, such as tables and chairs, make sure they are very involved with your process up to the day of the event. In our case, we weren’t able to receive all of our materials due to miscommunication in processing, so we had a low supply of canopies, tables, and trash receptacles.

6. Documenting the Process

Keep all your receipts and take a lot of photos! Documentation of the process will help you for future events.

7. Working Early

The earlier the initial work is done, the easier the rest of the process will be. That early investment in time pays off with a smooth, and hopefully successful, public health event that both engages the community and serves your group’s targeted stakeholders.
Recommendations for Local Government

There are several ways that City of Los Angeles can help ease the process to host public events. The following are a set of recommendations that we believe can help facilitate a process that is more easily accessible to the local community.

1. **Subsidize the liability insurance requirement for community organizations that wish to host public events in public space.**

   The cost for liability insurance can be prohibitively expensive for small or newly formed organizations, or as in our case, force them to seek out partners to help cover that cost, which is time consuming and risky for the partner organizations. To ease the process, the City or County could establish a local fund to cover such liability requirements for these public events. The fund can be supported by financial donations or grants from interested nonprofits and foundations. A public subsidy for the liability insurance requirement would enable more community organizations to host public events and activate public space in a much more grassroots manner than what is possible at this time.

2. **Streamline and consolidate the permitting process.**

   Streamlining the permit requirements would create savings in time and costs for public event organizers—allowing and encouraging for more events to be organized on a regular basis. Consolidating the three permit processes (public park, open street, and First Amendment events) into one system would simplify the process, especially if it was hosted within one City department and maintained on one easily navigable website. Idealistically, this could be a simple bullet-point list of yes/no questions, the results of which determine what permits are required and their applicable costs and fees. As it stands now, organizers are forced to seek out such information from scattered sources, depending on the location and character of the proposed public event. Pop-up events, such as the single-day event ¡Fiesta Salud!, could particularly benefit from a simplified permit process.

3. **Actively address the issues of the documented and undocumented community in Westlake.**

   By encouraging and facilitating regular public health events in the Westlake neighborhood, the city and county can begin to better address issues of public health and other concerns such as jobs, housing, and education. Public events allow the local government to engage with the surrounding community and to begin to develop a greater level of trust and participation with residents. This is especially important when attempting to deliver public health services and other City services that may be helpful to the community. Additionally, this can serve as a community engagement strategy for local elected officials, especially the offices of councilmembers who may find public events a helpful way to maintain regular and active involvement with the community. Local elected officials can help to endorse, promote, fund, organize, and participate in public events.
### Westlake Area Organizations

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<tr>
<th>Name of Organization</th>
<th>What they do</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email</th>
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<td>Action Westlake</td>
<td>Community Organization - Community Organizing</td>
<td>Miguel Jimenez</td>
<td>213-531-6557</td>
<td><a href="mailto:migjime66@gmail.com">migjime66@gmail.com</a></td>
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<td>Bici Libre</td>
<td>Local Community Bike Co-op</td>
<td>Raymundo Velia</td>
<td>213-280-6266</td>
<td><a href="mailto:bikewaco@gmail.com">bikewaco@gmail.com</a>, <a href="mailto:sp1010@gmail.com">sp1010@gmail.com</a></td>
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<td>Blacklist L.A.</td>
<td>Flying C Collective in Los Angeles</td>
<td>Erik Valente</td>
<td>323-529-4062</td>
<td><a href="mailto:erik.valente@yahoo.com">erik.valente@yahoo.com</a></td>
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<td>Central City Neighborhood Partners (CCNP)</td>
<td>Non-Profit that collaborates with 20 neighborhood partners</td>
<td>Margarita Alvarez Gomez &amp; Maria Bernal</td>
<td>213-923-3808</td>
<td><a href="mailto:marial@acopo.org">marial@acopo.org</a>, <a href="mailto:maria@lccng.org">maria@lccng.org</a></td>
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<td>Clínica Oscar Monsenor Romero</td>
<td>Clinic; Health Services</td>
<td>Ana Grande or Ana Martinez</td>
<td>213-606-2479, 213-989-7710</td>
<td><a href="mailto:agrande@clinoamor.org">agrande@clinoamor.org</a>, <a href="mailto:amartinez@clinoamor.org">amartinez@clinoamor.org</a></td>
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<td>Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA)</td>
<td>Legal and Community Services</td>
<td>Miram Mesa or Katuri Khammarah</td>
<td>213-353-1333</td>
<td><a href="mailto:katuri@chirla.org">katuri@chirla.org</a>, <a href="mailto:mmesa@chirla.org">mmesa@chirla.org</a></td>
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<td>DREAM Resource Center</td>
<td>Services and Programming for Undocumented Youth</td>
<td>Seth Ronquillo</td>
<td>213-480-4155 x52</td>
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<td>El Centro Del Pueblo</td>
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<td>Sara Jimenez-McKewey</td>
<td>213-933-633</td>
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<td>Heart of Los Angeles (HOLA)</td>
<td>Services and Programming for Underprivileged Youth</td>
<td>Jessica Fernandez, Bruce Hooja</td>
<td>323-249-2480</td>
<td><a href="mailto:fernandez@heartoflala.org">fernandez@heartoflala.org</a>, <a href="mailto:bhoja@heartoflala.org">bhoja@heartoflala.org</a></td>
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<td>KPFF</td>
<td>Radio</td>
<td>Emily Robinson (Coordinator), Maggie Lehane (Director), Ali Lessa (Web Director)</td>
<td>818-955-2711, 818-955-2711 x357</td>
<td><a href="mailto:emilrobinson@kpff.org">emilrobinson@kpff.org</a>, <a href="mailto:melhane@kpff.org">melhane@kpff.org</a>, <a href="mailto:aliliesa@kpff.org">aliliesa@kpff.org</a></td>
<td>Radio Promotion</td>
</tr>
<tr>
<td>Hot Tamales by Mama</td>
<td>Food Catering</td>
<td>Sandy Romero</td>
<td>(213) 487-7474</td>
<td><a href="mailto:mama@mamasmergingmarkets.com">mama@mamasmergingmarkets.com</a></td>
<td>Food Catering; Volunteer</td>
</tr>
</tbody>
</table>

### Other Organizations (Did Not Attend)

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>What they do</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email</th>
<th>Participation Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARECEN</td>
<td>Legal and Community Services</td>
<td>Multiple Staff</td>
<td>213-385-7800</td>
<td>via</td>
<td>Did Not Attend</td>
</tr>
<tr>
<td>Centro Medico MacArthur Park</td>
<td>Health Services</td>
<td>Multiple Staff</td>
<td>213-484-4444</td>
<td>via</td>
<td>Did Not Attend</td>
</tr>
<tr>
<td>Bresee Community Center</td>
<td>Healthy Programs and Family Services</td>
<td>Cristina Gonzalez</td>
<td>213-387-2822</td>
<td><a href="mailto:cgonzalez@bresee.org">cgonzalez@bresee.org</a>, <a href="mailto:info@bresee.org">info@bresee.org</a></td>
<td>Did Not Attend</td>
</tr>
<tr>
<td>Amancio Community Counseling</td>
<td>Mental Health Services</td>
<td>N/A</td>
<td>213-481-4260</td>
<td>N/A</td>
<td>Did Not Attend</td>
</tr>
<tr>
<td>Enki</td>
<td>Mental and Clinical Health Services</td>
<td>Dr. Mun, Clinic Director</td>
<td>213-480-1557</td>
<td><a href="mailto:mun@enki.org">mun@enki.org</a></td>
<td>Did Not Attend</td>
</tr>
<tr>
<td>Didi Hirsh Mental Health</td>
<td>Mental Health and Substance Abuse Services</td>
<td>N/A</td>
<td>866-807-7200</td>
<td>via</td>
<td>Did Not Attend</td>
</tr>
</tbody>
</table>

### List of Partners for ¡Fiesta Salud! (cont’d)

<table>
<thead>
<tr>
<th>Name of Organization</th>
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<th>Contact Person</th>
<th>Phone Number</th>
<th>Email</th>
<th>Participation Types</th>
</tr>
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<tbody>
<tr>
<td>LA County Public Health</td>
<td>Health Services for LA County</td>
<td>Lena Stinnes</td>
<td>213-769-7855</td>
<td><a href="mailto:stinnes@ph.lacounty.gov">stinnes@ph.lacounty.gov</a></td>
<td>Tabled</td>
</tr>
<tr>
<td>LA Promise Zone</td>
<td>Local Government Anti-Poverty Program</td>
<td>Sahira Bangale, Alexandra Goodwin, Loise Leina</td>
<td>213-978-2740</td>
<td><a href="mailto:sahirabangale@lacounty.org">sahirabangale@lacounty.org</a>, <a href="mailto:alexandragoodwin@laccnp.org">alexandragoodwin@laccnp.org</a>, <a href="mailto:loise.leina.ferm@sba.org">loise.leina.ferm@sba.org</a></td>
<td>Mediation Outreach and Tabled</td>
</tr>
<tr>
<td>Lafayette Park with MacArthur Park</td>
<td>Parks and Recreation</td>
<td>Several Staff</td>
<td>213-384-0562</td>
<td><a href="mailto:lafayette.communitycenter@lacounty.gov">lafayette.communitycenter@lacounty.gov</a></td>
<td>Tabled</td>
</tr>
<tr>
<td>Painter and Allied Trades - District Council 38</td>
<td>Contractor for Partners, Drywall Finishers, Glaziers, Floorlayers, and Signographers</td>
<td>Chris Medina</td>
<td>626-296-8544</td>
<td><a href="mailto:chris.medina@dc38.org">chris.medina@dc38.org</a></td>
<td>In-kind Donation: Laborer</td>
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<tr>
<td>Para Los Ninos</td>
<td>Social and Mental Health Services</td>
<td>Carolina Barahona</td>
<td>213-252-8400 ext 562</td>
<td><a href="mailto:carbarahona@paranosninos.org">carbarahona@paranosninos.org</a></td>
<td>Tabled</td>
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<tr>
<td>Planned Parenthood - Promotora Comunitaria</td>
<td>Health Services, Family Planning</td>
<td>Edith Ramirez</td>
<td>213-284-3200, 213-284-3200 ext 220</td>
<td>Edith <a href="mailto:Ramirez@pp-la.org">Ramirez@pp-la.org</a></td>
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<tr>
<td>SEIU Local 721 (donate money)</td>
<td>Government Relations</td>
<td>213-295-9950, 213-380-8200</td>
<td>via</td>
<td>Monetary Donation</td>
<td></td>
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<tr>
<td>UCLA Community Scholars</td>
<td>Academic and Community Partnership Program</td>
<td>Changes Yearly</td>
<td>Changes Yearly</td>
<td>Contact UCLA Urban Planning 110 926-4025</td>
<td>Tabled</td>
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<tr>
<td>UCLA Labor Center</td>
<td>Volunteers</td>
<td>Elizabeth Areno</td>
<td>Not Available</td>
<td><a href="mailto:areno@ucla.edu">areno@ucla.edu</a></td>
<td>Provided Volunteers</td>
</tr>
<tr>
<td>Zumba Instructor - MacArthur Park and Recreation</td>
<td>Zumba Lessons</td>
<td>Maria Laura</td>
<td>323-416-9649</td>
<td>via</td>
<td>Live Zumba</td>
</tr>
</tbody>
</table>
List of Partners for ¡Fiesta Salud! (cont’d)

Justice byUniting in Creative Energy (J.U.C.E.)
Hip Hop Collective
Meets Every SATURDAY from 12-4 pm @ MacArthur Park Rec. Center
No Phone
FACEBOOK
http://www.facebook.com/rampartmusic
Did Not Attend

Queenscare Hospital
Healthcare Services
Janelle Krieman
323- 669-4333
krieman@queenscare.org
Did Not Attend

California Hospital
Healthcare Services
Tony Ornelas, RN
(213) 762-5782
n/a
Did Not Attend

The Advancement Project
Non-Profit, Civil Rights Organization
Lois Thompson
213-989-1300
info@advancement.org
Did Not Attend

CicLAvia
Transportation LA Streets in Active Public Spaces
Multiple Staff
213-355-8500
info@ciclavia.org
Did Not Attend

Home Depot (Westlake)
Home Improvement Store
Possible Donations Manager
(213) 273-8464
n/a
Did Not Attend

 Salvation Army Not-Sealed Youth and Community Center
Youth Empowerment Program
N/A
(213) 381-7747
n/a
Did Not Attend

Mobile Clinic Project at UCLA
Mobile Clinic
Jonathan Zhao
(818) 307-1409
bionan.mediclinic@gmail.com
Did Not Attend

LA Plaza de Cultura y Arte
Cultural Center
Amorita Creepo
(213) 942-6248
creepo@lapoa.org
Did Not Attend

Self Help Graphics
Arts and Graphic Design
Jaid Garcia
323.881.6444
info@selfhelpgraphics.com
Did Not Attend

Instituto de Educación Popular del Sur de California
Immigration and Education Services
Nancy Zurita
(310) 433-1997
nancyz@georg@gmail.com
Did Not Attend

St. John’s Well Child and Family Center
Health Services
Pablo Barrios
323.541.1411
stjohns@wellchild.org
Did Not Attend

Wise and Healthy Aging
Health Services for the Aging Population
Blaine McMaster
310-394-9871
mcmaster@wiseandhealthyaging.org
Did Not Attend

USC Dentistry
Mobile Dental Clinic
Aditya Upalke
213-905-8936
adityaupalke@yahoo.com
Did Not Attend

Maternal and Child Health Access (MCHA)
Health Services and Family Planning
Celina Velazquez
213-749-4261
velaiv@mchaaccess.org
Did NotAttend

Timeline for ¡Fiesta Salud!

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Appendix B
Department of Recreation and Parks Application

APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)

Please read and complete items 1 thru 13 and sign the document (signature of applicant)

1. Recreation Center
2. Name Of Organization
3. Mailing Address
4. Contact Evening Call
5. Type of Event
6. Date and Time of Event
7. Facilities/Services Requested (check all that apply):
8. Charging Fees?
9. Will food sales be conducted?
10. Is this a fundraiser?
11. Moon Bounce
12. Will you require electrical set-ups?
13. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES

Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or any other party's property incurred while Permittee is exercising the above permission or in engaging in activities related herein.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, whether intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HEREBY REPRESENTS THAT:

Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands it's contents, and signs it voluntarily, without being subject to coercion.

The sale, serving and consumption of alcoholic beverages is not permitted. Sound amplifying systems are prohibited (MC63.44).

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee

Date
Bureau of Street Services Residential Street Closure Application

**PETITION**

**(FOR RESIDENTIAL AREAS)**

**REQUEST FOR TEMPORARY STREET CLOSURE PERMIT**

The applicant, ________________________, is requesting the closure of ______________ between ______________ and ______________ on ______________, between the hours of ______________ (am/pm) and ______________ (am/pm) for the purpose of conducting a ______________.

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

**NOTIFICATION:** I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

__________________________ Signature (Event Sponsor or Applicant)  _______________ Date of Notification

SIGNATURE REQUIREMENT FOR RESIDENTIAL AREAS: ONE SIGNATURE PER HOUSE OR RESIDENCE, FOR APARTMENTS OR CONDOMINIUMS SIGNATURE IS REQUIRED BY THE OWNER, MANAGER OR REPRESENTATIVE OF THE HOMEOWNERS ASSOCIATION.

The undersigned persons, being owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

| Signature     | Title     | Address  |
|---------------|-----------|
|               |           |

<table>
<thead>
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<th>Telephone</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Signature     | Title     | Address  |
|---------------|-----------|
|               |           |

List Any Additional Streets To Be Closed Here:
**Appendix F**

Bureau of Street Services Commercial Street Closure Application

---

**PETITION**

**(FOR COMMERCIAL AREAS)**

**REQUEST FOR TEMPORARY STREET CLOSURE PERMIT**

The applicant, ____________________________ is requesting the closure of ________________ between ________________ and ________________
on ________________ between the hours of ________________ (am/pm) and ________________ (am/pm) for the purpose of conducting a ______________________

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

**NOTIFICATION:** I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

________________________________________  ____________________________
Signature (Event Sponsor or Applicant)  Date of Notification

SIGNATURE REQUIREMENT FOR COMMERCIAL AREAS: SIGNATURE IS REQUIRED BY THE OWNER, MANAGER OR LESSEE OF A BUSINESS, RETAIL OR COMMERCIAL BUILDING.

The undersigned persons, being owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

Print Name                    Business Name              Telephone
________________________________________  __________________________________________  ____________________________
Signature  Title  Address
________________________________________  __________________________________________  ____________________________
Print Name                    Business Name              Telephone
________________________________________  __________________________________________  ____________________________
Signature  Title  Address
________________________________________  __________________________________________  ____________________________

List Any Additional Streets To Be Closed Here:

________________________________________  __________________________________________
________________________________________  __________________________________________
________________________________________  __________________________________________
(Rev. 09-16-02)

---

**Appendix G**

Bureau of Street Services Temporary Selling Activities Application

---

**PETITION**

**(FOR SELLING ACTIVITIES)**

**REQUEST FOR TEMPORARY SELLING ACTIVITIES PERMIT**

The applicant, ____________________________ is requesting the closure of ________________ between ________________ and ________________
on ________________ between the hours of ________________ (am/pm) and ________________ (am/pm) for the purpose of conducting a ______________________

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

**NOTIFICATION:** I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

________________________________________  ____________________________
Signature (Event Sponsor or Applicant)  Date of Notification

SIGNATURE REQUIREMENT FOR TEMPORARY SELLING ACTIVITIES: FOR RESIDENTIAL, ONE SIGNATURE PER HOUSE OR RESIDENCE; FOR APARTMENTS OR CONDOMINIUMS SIGNATURE BY THE OWNER, MANAGER OR REPRESENTATIVE OF THE OWNERS ASSOCIATION; FOR COMMERCIAL AREAS SIGNATURE BY THE OWNER, MANAGER, OR LESSEE OF THE BUSINESS OR BUILDING. THE PETITION MUST BE SIGNED BY AT LEAST 100 PERSONS WHO WILL SUPPORT THE ACTIVITY, AT LEAST 50% OF WHOM EITHER RESIDE OR WORK IN THE LOCATION WHERE THE ACTIVITY IS TO TAKE PLACE.

The undersigned persons, being an owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

Print Name                    Business Name              Telephone
________________________________________  __________________________________________  ____________________________
Signature  Title  Address
________________________________________  __________________________________________  ____________________________
Print Name                    Business Name              Telephone
________________________________________  __________________________________________  ____________________________
Signature  Title  Address
________________________________________  __________________________________________  ____________________________

List Any Additional Streets To Be Closed Here:

________________________________________  __________________________________________
________________________________________  __________________________________________
________________________________________  __________________________________________
(Rev. 09-16-02)
Appendix H
Bureau of Street Services Indemnification and Hold Harmless Agreement

INDEMNIFICATION AND HOLD HARMLESS

Event Name: ___________________________ Date: ___________________________
Closure Site: ___________________________ Between ___________________________ & ___________________________

WHEREAS, the permittee has applied to the City for a street closure and/or temporary selling activities permit described in Board Report #______________ or Board or Council Motion #______________, which is incorporated herein by reference and made a part hereof; and

20 (_________________________) which is incorporated herein by reference and made a part hereof; and

WHEREAS, Sections 41.20(g) and 42.20(g) (4) of the Municipal Code of the City of Los Angeles, California, require as a Condition of the street closure/sidewalk sale permit that the permittee execute an Indemnification Agreement;

NOW, THEREFORE, it is agreed as follows:

In consideration of the granting of the street closure/sidewalk sale permit, except for the active negligence or willful misconduct of City or any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest, the permittee undertakes and agrees to defend, indemnify, and hold harmless City and any and all of City’s Boards, Officers, Employees, Assigns, and Successors in Interest, from and against all suits and causes of actions, claims, losses, demands, and expenses, including, but not limited to, attorney’s fees and costs of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including permittee’s employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement on the part of the permittee.

Executed at Los Angeles, California, this ______, 20_______.

Permittee: ___________________________
(Applicant or Sponsor Signature)
Name: ___________________________
Title: ___________________________
Address: ___________________________
Los Angeles Police Commission First Amendment Sample Application (cont'd)

SPECIAL EVENT PERMIT CONDITIONS AND RESTRICTIONS
RALLY FOR JUSTICE
TUESDAY, MAY 26, 2015

These Conditions & Restrictions are hereby incorporated into and made part of the permit granted to the undersigned, for the Event to be held on the date/time set forth in the permit application. A violation of the terms/conditions provided herein is punishable as a misdemeanor, pursuant to Los Angeles Municipal Code Section 109.111.

1. In order to maximize safety and efficiency, Permitee shall comply with all instructions from any involved City, County or State agency (i.e., Police, Fire Department's, Department of Transportation, Department of Health & Safety, Sanitation, etc.).

2. The number and type of participants, vehicles, musical units, floats, marching bands, animals, dancing groups, amplified sound, and/or other parade unit/elements, shall be limited to the following:
   - 200 Participants walking on-foot;
   - 0 Speakers;
   - 1 PA System;
   - 0 Decorated Vehicles;
   - 0 Marching Bands consisting of 5-10 Members Each;
   - 0 Dance Group consisting of 5-10 Members Each;
   - 0 Circus/Vehicles/Conveyances;
   - 0 Platform, Podium or Stage;
   - 0 Bullethorns;

3. Prior inspection and approval by the Los Angeles Fire Department (LAFD), Public Safety Section, is required for any temporary structure(s), tents, stages, platforms, podiums, electrical equipment, decorated or modified floats or vehicles, and other unusual items. Prior to the start of the Event, if a pick-up truck, flatbed, or other similar truck is utilized as a podium or stage, an LAFD-approved stand--unit enabling the safe access to and from the podium/stage shall be provided. The LAFD can be contacted at (213) 978-3040.

4. The Assembly Area(s), Parade/March Route or Event area, and Distancing Area(s) shall be limited to those locations described on Page one (1) of the Permit Application and/or the attached map. The Los Angeles Police Department and/or the Los Angeles Department of Transportation may make reasonable adjustments to the breadth, width or expansion of any street or roadway necessary to accommodate the safe and expeditious movement of pedestrian and/or vehicular traffic during the Event.

5. Each Event official, monitor and/or volunteer shall be readily distinguishable during the Event. Prior to the Event, all monitors, volunteers, and/or Event officials shall be provided with instructions describing their duties, responsibilities and expectations as described in the Permit and these Conditions & Restrictions (CS&Rs). Each Event official, monitor and volunteer should be provided a copy of the Permit and CS&Rs.

6. Participants shall obey all existing laws, rules, regulations and ordinances.

7. For any partial or full street/lanes closures, participants shall consult with the Los Angeles Department of Transportation (LADOT). The LADOT can be reached at (323) 913-4655.

8. If any State Highways are involved, participants shall consult with the California Department of Transportation (Caltrans). Caltrans can be reached at (213) 897-3031.

9. Participants shall consult with the Los Angeles Bureau of Street Services (BOSS) to ensure all necessary traffic control measures and devices have been arranged. The BOSS can be reached at (213) 947-6000.

10. Permittee shall provide a minimum of five 32 gallon (or larger) portable garbage containers at the Assembly Area.
Los Angeles Police Commission First Amendment Sample Application (cont’d)

Special Event Permit Conditions and Restrictions
Rally for Justice
Page 3
16.2

11. Permittees shall provide a minimum of five 32 gallon (or larger) portable garbage containers at the Disbanding Area. Permittees shall also provide additional garbage containers and be responsible for clean-up activities consistent with instructions/Advice from the Los Angeles Department of Sanitation.

12. The use of sound amplification devices or amplified sound shall be consistent with applicable laws, codes and ordinances regulating such sound.

13. Parades with reviewing areas shall have a minimum of two event officials present to ensure event participants do not spend longer than one minute at each reviewing location.

14. Prior to the start of the Event, all floats, vehicles, or other moving, stationary or unusual apparatus shall be inspected and approved by the Los Angeles Fire Department.

15. All vehicles utilized during the event shall be operated in a safe manner consistent with operational, mechanical, and occupant/load requirements of the California Vehicle Code. The parade shall proceed at a maximum speed of 10 miles per hour, and at a maximum speed of one mile per hour.

16. One designated official shall be in overall charge of the Assembly Area. A minimum of ten additional event officials shall be assigned to control the expeditious and safe assembly of the Event.

17. One designated official shall be in overall charge of the Disbanding Area. A minimum of ten additional event officials shall be assigned to control the expeditious and safe disbanding of the Event.

18. A minimum of 10 officials shall be assigned and stationed evenly along or within the area of the Event route to ensure orderly and safe conduct during the Event.

19. Permittees shall provide adequate sanitary facilities (toilets, urinals and sinks) according to applicable City or County health and safety regulations.

20. During the Event, Permittees shall ensure that all medical and water provisions are provided consistent with instructions and/or advice from the Los Angeles Fire Department.

21. If horses or other large animals are involved in the Event, adequate clean-up activities and arrangements shall be made with the Department of Public Works, Bureau of Street Services, and the Department of Sanitation. Any staging of trailers or other animal transportation devices shall be arranged to enable the immediate pick-up of the animal(s) at the end of the parade and within the Disbanding Area.

22. Prior to the established start time for the Event, Permittees shall obtain all applicable City, County and/or State permits, licenses and inspections. Failure to do so may result in the revocation of the Event permit.

23. All activities must remain consistent with existing laws and ordinances regulating such activity and equipment.

24. Event activities, including the use of Event-related equipment, shall be limited to the sidewalks only.

25. Assembly of participants shall begin no earlier than 3:00PM. The Event shall begin no later than 3:30PM. Disbanding (clearing of all streets and sidewalks) shall be completed no later than 8:00PM.

Los Angeles Police Commission First Amendment Sample Application (cont’d)

Special Event Permit Conditions and Restrictions
Rally for Justice
Page 3
16.2

In accordance with LAMC Section 103.111(d)(2), (Applicant) and/or (Official of Sponsoring Organization) do hereby agree to comply with the Special Event Permit and Conditions & Restrictions set forth above.

We have been advised that we have the right to appeal any permit conditions imposed.

Signature of Applicant: __________________________ Date & Time: 5/21/15

Official of Sponsoring Organization: __________________________ Date & Time: __________________________

Mode of Service: [ ] In-Person [ ] US Mail [ ] At Department Facility [ ] Other

Office/Staff Serving: __________________________ Date/Time: __________________________
Invoice from the Department of Recreation and Parks to the Labor Center for ¡Fiesta Salud!

City of Los Angeles
Department of Recreation and Parks

MacArthur Park Community Center
2230 West 6th Street
Los Angeles, California, 90057
(213) 368 – 0520 Office
(213) 480-7529 Fax

BILL TO:
UCLA Labor Center
Contact:

* Please make checks payable to “City of Los Angeles, Department of Recreation and Parks”

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Fee on May 16, 2015</td>
<td>$100.00</td>
</tr>
<tr>
<td>Moon Bounce Fee:</td>
<td>$20.00</td>
</tr>
<tr>
<td>Two (2) Vendor Booth Fee:</td>
<td>$200.00</td>
</tr>
<tr>
<td>Two (2) Part-Time Staff Fee:</td>
<td>$396.00</td>
</tr>
<tr>
<td>From 8:00 am to 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>One (1) Full-Time Monitor Staff Fee:</td>
<td>$513.18</td>
</tr>
<tr>
<td>From 8:00 am to 5:00 pm</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1229.18</strong></td>
</tr>
</tbody>
</table>

Resources A

Los Angeles Police Commission First Amendment Sample Application (cont’d)

City of Los Angeles
DEFENSE, INDEMNITY
AND HOLD HARMLESS AGREEMENT

Ilana Garcia whose address is 1350 San Pablo St, Los Angeles hereafter

“Indemnitee,” in consideration of receiving a Special Event permit for: Rally for Justice, May 26, 2015 at 1st and Broadway agrees to the following terms and conditions:

Indemnitee shall, at his/her own cost and expense, defend the City of Los Angeles, its Council, boards, commissions, officers, employees and volunteers (“the City”) from and against any and all claims, lawsuits or demands of any kind or nature whatsoever in connection with the permitted event or activity resulting from the willful or negligent acts or omissions of Indemnitee, the sponsoring organization, its officers, agents or employees. Additionally, Indemnitee shall indemnify the City and hold the City harmless from any and all liability, loss, damage, cost or expense, including but not limited to reasonable attorney’s fees, proximately caused by the willful or negligent acts or omissions of the Indemnitee, the sponsoring organization, its officers, employees or agents in connection with the event or activity as specified above.

Executed at Los Angeles, California, this [date], day of May, 2015.

Indemnitee:

(Signature of Applicant or Sponsor)

Name: __________________________ (Print)
Sample of Department of Recreation and Parks Application for ¡Fiesta Salud!

1. Recreation Center
   MacArthur Park Community Center

2. Name Of Organization
   UCLA Labor Center

3. Representative's Name
   Victor Narro

4. Mailing Address
   675 South Parkview Street
   City: Los Angeles, CA.
   Zip: 90057

5. Contact Information
   Evening: (310) 980-8841
   e-mail:

6. Type of Event
   Community Public Health Fair

7. Date and Time of Event
   Sunday to Monday
   Time(s)
   8:00 a.m. to 5:00 p.m.

8. Charging Fee(s)?
   Yes [ ] No [ ]
   Will food sales be conducted? [ ] Yes [ ] No
   Participants: Adult 0 Youth 20

9. Facilities/Services Requested (check all that apply):
   [ ] Auditorium
   [ ] Kitchen
   [ ] Outdoor Area
   [ ] Baseball Diamond #
   [ ] Gymnasium
   [ ] Meeting Room
   [ ] Utility Hookup
   [ ] Picnic Area #
   [ ] Field #

10. Is this a Fundraiser? [ ] Yes [ ] No
    Refreshments? [ ] Yes [ ] No
    Canopies/Tents? [ ] Yes [ ] No

11. Moon Bounce
    [ ] Yes [ ] No
    Company Name
    Contact Name
    Phone No.

12. Will you require electrical set-ups? [ ] Yes [ ] No
    Will you be erecting/assembling any structure? [ ] Yes [ ] No

13. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES
Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HEREBY REPRESENTS THAT:
Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND APPLIYING SYSTEMS ARE PROHIBITED. (MCL63.44)

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee

Date

Revised: December 16, 2014
As of 7/1/03, there is a $20.00 Permit Fee (or all Moonbouncers) in addition to what the Moonbouncer company charges you. This applies to all L.A. City Parks. We accept cash, check, credit card, or money order. Made payable to: "LA City Department of Recreation and Parks." For information on Lake Balboa (Beilenson Park), Woodley Park, or Warner Center Park please call the numbers listed at bottom of page.

The City of Los Angeles does not recommend or endorse one company over another. The companies listed above have simply complied with the City's requirements. If the Moonbouncer Company is not listed, they have not complied with the requirement, or the Park Director feels they do not meet the requirements. You may find the phone number for the Park Director by looking in the front of the "White Pages" under the heading "City of Los Angeles." 

Resources C
Moon Bouncer List

Company Name E-mail / Website Contact Information Insurance Policy Expiration Date
AlADDIN JUMPERS www.aladdinjumpers.com (323) 763-4152 October 12, 2015
Balloons Unlimited www.balloonsunlimited.com (323) 336-9336 March 27, 2015
Balloons To Celebrate www.balloontoez.com (818) 765-0737 February 17, 2015
B & B JUMPERS www.bbjumpers.com (818) 765-0737 February 17, 2015
BONITA BEAR ENTERTAINMENT www.bonitabearentertainment.com (818) 765-0737 November 15, 2015
Patty's Inflatable www.pattyinflatable.com (818) 765-0737 February 17, 2015
Fleury's Jumpers www.fleuryjumpers.com (818) 765-0737 February 17, 2015
Empire Jumps www.empirejumpsinc.com (818) 765-0737 April 05, 2015
MENDY'S PARTY RENTALS wendy@partyrentals.com (818) 765-0737 September 26, 2014
Julie Boumer www.julieboumer.com (818) 765-0737 April 03, 2015
Jumper Candy (818) 781-6022 & (805) 950-6024 (818) 765-0737 April 29, 2015
www.optima.com (818) 765-0737 June 01, 2015
Marina Flower & Party Supplies (818) 264-3599 (818) 264-3599 June 02, 2015
Bella Party Rentals ibarrorentals@gmail.com (323) 354-3995 (323) 354-3995 July 12, 2015
Telfy's党中央, (818) 989-7634 (818) 989-7634 September 19, 2014

Please Note: Dates above represent expiration of the company’s liability insurance. If you are planning to use a Moonbounce at your event, please choose a company from the above whose insurance policy will cover the date of your event.

For Reservations/Picnic Permits, please call: Lake Balboa: (818) 785-5798 Woodley Park: (818) 756-8187

Fiesta Salud! Event Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 - 9:00</td>
<td>Set up tables, canopies, signs, banners, balloons, Speakers, Chairs. Coordinate with Council, Recs and Parks</td>
</tr>
<tr>
<td>9:00 - 10:00</td>
<td>Finalize set up. Sign in Volunteers and Partners. Arrange tables</td>
</tr>
<tr>
<td>10:00 - 10:15</td>
<td>Start Event and Welcome people</td>
</tr>
<tr>
<td>12:30 - 1:30</td>
<td>Zumba</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Run around the Park (Blacklist)</td>
</tr>
<tr>
<td>2:30</td>
<td>Raffle</td>
</tr>
<tr>
<td>1:00</td>
<td>Lunch to Volunteers</td>
</tr>
<tr>
<td>3:00 - 5:00</td>
<td>Break down session</td>
</tr>
</tbody>
</table>

Fiesta Salud! Site Map
April 29, 2015

The UCLA Community Scholars program brings together graduate students and community activists with the purpose of researching issues and creating programs for the benefit of immigrant integration in the Westlake district of Los Angeles. The focus of our section of Community Scholars is public health.

After careful consideration, our group chose to host a health-related half-daylong event in MacArthur Park, ¡Fiesta Salud!, and also compile a “how-to” manual to enable other stakeholders to hold similar events. Our event is scheduled for May 16th, and as part of this effort we are reaching out to other public health and community advocacy groups to attend the event or sponsor our efforts. Through this event, Community Scholars will engage in local coalition-building and help bridge gaps in health knowledge.

In our initial studies, our group concluded that despite the density of publically-provided health programs near the park, widespread knowledge of available services is lacking. Given the value of the public space as a resource, MacArthur Park is uniquely situated at the intersection of the immigrant community and public health to address these concerns.

Would your organization like to join Councilman Gil Cedillo’s office and a coalition of partners to help us advocate for public health in the Westlake community.

Yours in gratitude,

Victor Mendez
UCLA Community Scholars
What is your zip code? __________

How often do you come to MacArthur Park?
☐ Never ☐ Once a year ☐ Few times a year ☐ Once a month
☐ Few times a month ☐ Once a week ☐ Few times a week/

How did you hear about this event?
☐ Flyer ☐ Facebook ☐ Friends ☐ Just passing by
☐ Other ____________________________________________

What tables have you visited?
☐ BlackList L.A. ☐ MacArthur Park / Lafayette Park
☐ Dream Resource Center ☐ LA County Public Health
☐ Planned Parenthood
☐ Central City Neighborhood Partners (CCNP)
☐ Clinica Monsenor Romero ☐ LA Promise Zone
☐ Para Los Ninos ☐ UCLA Downtown Labor Center

Did you participate in any of the activities?
___________________________________________________________________________________________

On a scale of 0 to 5, 0 being the lowest, 5 being the highest, did you enjoy this event?
0 1 2 3 4 5

What would you like to see at the next “¡Fiesta Salud!”
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Survey Questions/Interview

1. Zip Code (Codigo Postal):

2. Gender (Genero): Male (Hombre) ☐ Female (Mujer) ☐

3. Age (Edad):

4. Ethnicity/Race:
   a. White
   b. Hispanic or Latino
   c. Black or African American
   d. Native American or American Indian
   e. Asian / Pacific Islander
   f. Other

5. Languages spoken at home (Que idioma(s) habla en su casa?):

6. Do you have health coverage? (Tiene seguro de salud/seguro medico?)

7. What are the most important health problems in your community? (Cuales son los problemas de salud mas comunes en su comunidad?)

8. Do you feel your community is safe for recreation? Please elaborate. (Cree usted que su comunidad es segura? Por ejemplo, se sentiria usted seguro/o haciendo ejercicio en el parque?)

9. What are the strengths of this community? (Cuales son las fortalezas de su comunidad? Que le gusta de su comunidad/vecindario?)

10. What would you like to see in your community to improve your health or your families health? (Que le gustaria ver en su comunidad para mejorar su salud o la salud de su familia?)
**Resources**
Sample Certificate of Liability Insurance Form (Needed for Park Event)

**CERTIFICATE OF LIABILITY INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

**CONTACT**

- Name:
- Address:
- NAIC #:

**INSURED**

- Insured:
- Phone:
- FAX:
- E-MAIL:

**INSURER(S) AFFORDING COVERAGE**

- Insurer A:
- Insurer B:
- Insurer C:
- Insurer D:
- Insurer E:

**COVERAGES**

**CERTIFICATE NUMBER:** 1524328527  **REVISION NUMBER:**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

- Insured:
- Address:
- Telephone:

**CERTIFICATE HOLDER**

Re: 5/16/15 Health Fair. Certificate holder is named additional insured only as respects their interest in the event at MacArthur Park, 2230 W. 6th St, Los Angeles, CA 90057.

**CERTIFICATE HOLDER**

City of Los Angeles, Department of Recreation & Parks,
City of Los Angeles Administrative Office
200 N. Main St, Suite 1240
City Hall East Mall Stop 132
Los Angeles CA 90012

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

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