

PERMIT REQUIREMENTS AND RULES

Permit Requirements

Applicant must provide documentation of the following prior to Permit execution:

- Completed and signed application form
- Proof of insurance as stated under Instructor Insurance Requirements
- Provide separate "Additional Insured Endorsement form"
- Workers' Compensation Coverage Exemption Form, if Applicable
- Execute "Defense, Indemnity and Hold Harmless Agreement" – details below
- Copy of current Santa Monica Business License
- Payment of required permit fee and quarterly use charge

A City authorized permit is required to conduct fitness or athletic instruction, classes or camps for compensation in parks and at the beach pursuant to Ordinance 4.55.030.

Permit Rules

1. Definitions:
 - Small Group: Not more than 2 participants excluding instructor(s) and/or spectators.
 - Medium Group: Not more than 10 participants excluding instructor(s) and/or spectator(s).
 - Large Group: More than 10 participants excluding instructor(s) and/or spectator(s).
 - Approved Instructor: An instructor, approved by the City, that works as an employee or contractor, under the supervision and responsibility of the Permittee.
2. Small Group, Medium Group and Large Group fitness or athletic instruction, classes or camps may be conducted at the beach and in the following parks:
 - Airport Park
 - Beach Green
 - Beach Park #1
 - Clover Park
 - Douglas Park
 - Hotchkiss Park
 - Marine Park
 - Ocean View Park
 - Palisades Park (with special annual group permit as described below)
 - Reed Park
 - South Beach Park
 - Stewart Street Park
3. Small Group commercial fitness or athletic instruction, classes or camps may be conducted in the following parks daily, with Medium Groups allowed Monday through Friday only:
 - a) Virginia Avenue Park
4. Only Small Group fitness or athletic instruction, classes or camps may be conducted in the following parks:
 - Barnard Way Linear Park
 - Crescent Bay Park
 - Memorial Park
 - Tongva Park
5. No commercial fitness or athletic instruction, classes or camps may occur in the following parks:
 - Ashland Park
 - Beach Park #4
 - Chess Park
 - Euclid Park
 - Goose Egg Park
 - Joslyn Park
 - Ken Genser Square
 - Muscle Beach Park
 - Ozone Park
 - Pacific Street Park
 - Park Drive Park
 - Schader Park

6. Permits for fitness or athletic instruction, classes or camps for compensation are issued on a calendar year basis. (January 1 – December 31)
7. A maximum of 7 Approved Instructors are allowed per permit, in addition to the Permittee.
8. Permits issued for fitness or athletic instruction, classes or camps for compensation shall become invalid if the permittee fails to:
 - pay all applicable City fees and charges;
 - maintain a current and valid general liability insurance as required by the City;
 - execute a required Indemnity and Hold Harmless Agreement; and
 - maintain a current and valid Santa Monica Business License
 - submit quarterly reports including hours of instruction by location, as required by the City
9. Permittees and/or Approved Instructors must visibly wear a City-issued badge or display card at all times while conducting commercial fitness or athletic instruction, classes or camps and have the City issued Permit available for immediate inspection by City staff upon request. (*Permits and City-issued badges are non-transferable.*)
10. Permittees and/or Approved Instructors shall follow City staff instructions in siting or relocating commercial fitness or athletic instruction, classes or camps, in order to avoid damage to City facilities or turf areas, and to avoid interference with maintenance activities and closures including but not limited to closures related to rain events.
11. Permittees and Approved Instructors shall not operate within 10 feet of any tree trunk, and shall, at all times, ensure that participants, students, fitness equipment or personal belongings are at least 10 feet away from tree trunks.
12. No Permittee or Approved Instructor shall reserve or hold any space in any park or on the beach prior to the commencement of the fitness or athletic instruction, class or camp.
13. Permittees and/or Approved Instructors must site commercial fitness or athletic instruction, classes or camps at least 200 feet away from all City operated classes and/or camps.
14. Permittees and/or Approved Instructors shall not use amplification equipment, boom boxes, bull horns or whistles.
15. Permittees and Approved Instructors shall not conduct commercial fitness or athletic instruction, classes or camps in any City park or on the beach between 9pm and 6am except Saturdays in Palisades Park where permits are not valid until 7am.
16. Permittees and/or Approved Instructors shall not require park or beach users to relocate to accommodate a commercial fitness or athletic instruction, class or camp.
17. Permittees and/or Approved Instructors shall relocate to accommodate City permitted activities, including City approved Community Events and City approved Filming.
18. No Permittee or Approved Instructor shall display, place or distribute, or cause the display, placement or distribution of, any commercial advertising or signage, including but not limited to cards, flyers, brochures, signs or banners, in any City park or park parking lots and at the beach or beach parking lots.

19. No person shall conduct any commercial fitness or athletic instruction, class or camp north of Marguerita Avenue in Palisades Park.
20. No person shall conduct any commercial fitness or athletic instruction, class or camp in Palisades Park on Sundays.
21. Palisades Park Medium and Large Group Permits
 - A maximum of 15 permits will be issued on a first-come first-served basis.
 - If more than 15 qualified applications are received during the application period, then a lottery or other allocation process will be used to fairly allocate permits.
 - No Permittee or Approved Instructor shall conduct any commercial fitness or athletic instruction, class or camp containing more than 15 participants.
 - Permittees and/or Approved Instructors of Medium and Large Groups shall not operate outside of the four Zones designated by the City.
 - a) Zone #1: Palisades Avenue north to Alta.
 - b) Zone #2: Montana Avenue north to Palisades Avenue
 - c) Zone #3: Immediately north of Idaho Avenue
 - d) Zone #4: Wilshire Boulevard north to the public restroom
 - No more than two Medium or Large Groups may occupy a single Zone at any one time. No Permittee or Approved Instructor shall commence operation of a Medium or Large Group in any Zone that already contains two Groups of either Medium or Large size.
 - Medium or Large Groups shall occupy zones on a first-come first-served basis. No Permittee and/or Approved Instructor shall reserve or hold any space in any Zone prior to the commencement of the fitness or athletic instruction, class or camp.
 - These requirements shall not apply to any group only traversing through Palisades Park.
22. Palisades Park Small Group Permits
 - A maximum of 15 permits will be issued on a first-come first-served basis.
 - If more than 15 qualified applications are received during the application period, then a lottery or other allocation process will be used to fairly allocate permits.
23. Reed Park Small, Medium or Large Groups Permits
 - A maximum of 15 permits will be issued on a first-come first-served basis.
 - If more than 15 qualified applications are received during the application period, then a lottery or other allocation process will be used to fairly allocate permits.
24. Park equipment and installations, including but not limited to light poles, drinking fountains, public art, bleachers, pergolas, picnic tables, benches, railings, fencing, signs, bike racks, and barbeque grills, shall not be used for exercise activity, except for equipment specifically designated by signage for exercising.
25. Pursuant to Ordinance 4.55.130, no person shall place any equipment or object used for fitness or athletic activity weighing more than twenty-five pounds within any City park without prior authorization by the Director. This prohibition shall not be applicable at Airport Park, Clover Park and Reed Park.

26. A City-issued field permit, consistent with the City's field permitting guidelines, is required for commercial use of a field.
27. A court reservation permit is required for basketball, volleyball or tennis instruction for compensation.
28. No person shall place any exercise weights or any other exercise equipment, with the exception of mats, on the basketball courts.
29. No person shall place any exercise weights or any other exercise equipment, with the exception of mats, on tennis courts. This regulation does not apply to ball machines and ball sweeps.
30. No person shall store athletic, sports or other equipment within any park unless otherwise lawfully authorized to do so.
31. Permittees and/or approved instructors must abide by the following Code of Conduct
 - a) Permittees and Approved Instructors shall be respectful of park and beach users
 - b) Permittees and Approved Instructors shall be respectful of City staff
 - c) Permittees and Approved Instructors shall be respectful of other instructors and their clients
 - d) Permittees and Approved Instructors shall be respectful of residents and businesses

Permit Revocation and Penalties:

Pursuant to Section 4.55.420 (c) of the SMMC, any person violating any rule for this permit shall be guilty of a misdemeanor which shall be punishable by a fine not exceeding one thousand dollars per violation, or imprisonment in the County jail for a period not exceeding six months, or by both fine and imprisonment, or shall be guilty of an infraction which shall be punishable by a fine not exceeding two hundred fifty dollars.

Destruction, removal or injury to any park facility or park foliage may require restitution in an amount necessary to reimburse the Department for investigative costs and for the value of the item or material destroyed, defaced, removed or damaged as well as labor required to replant or restore the area, item or material affected.

Any person violating any rule or regulation of this permit may be subject to administrative citations.

The City may revoke, suspend or deny the issuance of a permit if the permittee or applicant has violated applicable Federal, State, or City laws, or rules or regulations.