CITY OF BEVERLY HILLS
PROFESSIONAL AND COMMERCIAL INSTRUCTION PERMIT REQUIREMENTS AND RULES

Permit Requirements
Applicant must provide documentation of the following prior to Permit execution:
- Completed and signed application form, including “Defense, Indemnity, and Hold Harmless Agreement”.
- Proof of insurance as stated under Instructor Insurance Requirements. “Additional Insured Endorsement Form must be provided.
- Workers’ Compensation Coverage Exemption Form, if applicable
- Copy of current City of Beverly Hills Business License
- Payment of required permit fee.

A City authorized permit is required to conduct fitness, athletic or recreational instruction or dog training, for compensation in parks pursuant to Ordinance #17-0-2722.

Permit Rules
1. Definitions:
   - **Individual /Small Group:** Not more than two (2) participants excluding instructor(s) and one (1) dog per instructor.
   - **Approved Instructor:** An instructor, approved by the City that works as an employee or contractor, under the supervision and responsibility of the Permittee.

2. Individual/Small Group fitness, athletic, or recreational instruction or dog training, may be conducted in the following parks:
   - La Cienega Park
   - Roxbury Park
   - Coldwater Canyon Park (Monday thru Friday only)

3. No professional or commercial instruction may occur in the following parks and facilities: Arnaz Mini Park, Crescent Drive Mini Park, Hamel Mini Park, Maltz Mini Park, Oakhurst Mini Park, Reeves Mini Park, Rexford Mini Park, or Beverly Canon Gardens, Beverly Gardens Park, Greystone Park, La Cienega Tennis Center, Will Rogers Memorial Park or Beverly Hills Community Dog Park.

4. Permits are issued on a calendar year basis. (January 1 – December 31)

5. A maximum of 3 Approved Instructors are allowed per permit, in addition to the Permittee.

6. Permits issued 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 City of Beverly Hills Business License
   - abide by permit and park rules.

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7. Permittees and/or Approved Instructors must visibly wear a City-issued badge and display issued free standing sign at all times while conducting professional or commercial fitness, athletic or recreational instruction or dog training and have the City issued Permit available for immediate inspection by City staff upon request. *(Permits and City-issued badges and signs are non-transferable.)*

8. Permittees must stay within a restricted amount of space as designated by the City permit and cannot use any equipment that would extend their area such as but not limited to, long ropes, cones or obstacle courses, agility ladders, etc.

9. Permittees and/or Approved Instructors shall follow City staff instructions in siting or relocating commercial fitness or athletic instruction 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 inclement weather.

10. Permittees, Approved Instructors and participants shall not store or place fitness equipment or personal belongings within 10 feet of any tree trunk.

11. Permittees and/or Approved Instructors must site professional or commercial instruction, classes or camps at least 200 feet away from all City operated or sanctioned activities such as American Youth Soccer Organization, Little League, and Adult Sports League Programs.

12. Permittees and/or Approved Instructors shall not use amplification equipment, boom boxes, bull horns or whistles.

13. Permittees and Approved Instructors shall not conduct professional or commercial instruction, in any City park between 9pm and 6am.

14. Permittees and/or Approved Instructors shall not require park users to relocate to accommodate instruction except as permitted.

15. Permittees and/or Approved Instructors shall relocate to accommodate City permitted activities, including City approved Community Events and City approved Filming.

16. 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, park facility, or park parking lots.

17. Park equipment and installations, including but not limited to light poles, drinking fountains, public art, bleachers, picnic tables, benches, railings, fencing, signs, bike racks, and barbeque grills, playground equipment, steps, or stairs, trees, bushes, and foliage shall not be used for exercise activity.

18. Permittees and and/or approved instructors and clients shall under no circumstances use outdoor exercise equipment, exercise machines, or the exercise equipment area to conduct instruction.

19. Pursuant to Ordinance, 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.

20. A City-issued field permit, consistent with the City's field permitting guidelines, is required for use of a field.

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21. A court reservation permit is required for use of basketball, volleyball or greens for instruction.

22. No person shall store athletic, sports or other equipment within any park nor left unattended.

23. Permittees and Approved Instructors shall at all times be respectful of park users, city staff, other instructors and their clients, residents and businesses.

24. City will issue permits on a first-come, first-serve basis and reserves the right to limit the number of permits issued.

**Conditions for Issuance of the Permit and Procedure for Suspension or Revocation** will be pursuant to Ordinance No. #17-O-2722 of the BHMC.

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.

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.

I have read the permit requirements and rules and will abide by them, as will any approved instructor under my responsibility.

Name ___________________________ Signature ___________________________ Date ________

Staff initial: ______________