

# Metro Board Approved Policy

## Use of Public Areas of MTA Property for Public Events

*Adopted: September 14, 2007*

### Historical Perspective

This policy was amended on August 9, 2011.

The Los Angeles County Metropolitan Transportation Authority (LACMTA) allows public events on public areas of LACMTA property, subject to reasonable Restrictions on time, place and manner. The policy was in effect on May 14, 2007 and was revised on August 9, 2011 to specify that no controlled or illegal substances are allowed in LACMTA public areas at any time. The sale or use of alcoholic beverages or tobacco products is prohibited on LACMTA property, except in designated areas permitting that activity. Defined business day as "any day that LACMTA is open for business, excluding Saturdays, Sundays and holidays"; changed "appropriate" to "affected" when referencing departments; Removed "immediately" and replaced it with more definitive time frames.



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**GENERAL MANAGEMENT  
Use of Public Areas of LACMTA Property  
for Public Events**

(GEN46)

**POLICY STATEMENT**


The Los Angeles County Metropolitan Transportation Authority (LACMTA) allows public events on public areas of LACMTA property, subject to reasonable restrictions on time, place and manner. These public areas are generally the street level plazas of LACMTA stations which are adjacent to city sidewalks. See Attachment #4 for specific public areas.

**PURPOSE**

This policy establishes standards and procedures for issuing public event permits on public areas of LACMTA property in order to: a) preserve the rights of individuals to engage in expressive activity protected under the First Amendment; b) ensure the safety of the public and LACMTA employees; c) ensure that events remain cost neutral to LACMTA; d) ensure that LACMTA customers' ability to make timely and safe use of the transit system is not impeded; and e) prevent congestion by overlapping events.

**APPLICATION**

This policy applies to use of the public areas of LACMTA property.

  
\_\_\_\_\_  
Department Head

*Ronald W. Stamm*  
\_\_\_\_\_  
APPROVED: County Counsel or N/A

  
\_\_\_\_\_  
ADOPTED: CEO

Effective Date: 8/9/11

Date of Last Review \_\_\_\_\_



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**1.0 GENERAL**

This policy provides guidelines for use of the public areas of LACMTA property. LACMTA has identified three categories of events for which permits may be issued. They are as follows:

Category 1 – Events which are planned at least 15 business days in advance and require setting up equipment, including, but not limited to: tables, chairs, electrical equipment, public address systems, lighting, banners, and temporary structures such as stages, tents, canopies, or would include the use of special effects.

Category 2 - Events which are planned at least 3 business days in advance, and no setup or special effects are required.

Category 3 - Events which cannot be planned more than 4 hours in advance due to breaking news or an emergency situation, and where no set-up or special effects are required.

**2.0 PROCEDURES**

Public events may only occur on public areas of LACMTA property. Any entity, organization or person(s) wishing to use public areas of LACMTA property to conduct a public event which would involve: (a) assemblies of 50 or more persons in large plaza areas, or 25 or more in small plaza areas; or (b) which would require setting up equipment, or the use of special effects, must first submit a Request to Use LACMTA Property Form (Attachment 1) to LACMTA's Real Estate Department. Public events that do not fall within the above criteria do not require a permit, but must be conducted in a manner that: does not endanger the safety of the public and LACMTA employees; does not impede the timely and safe use of the LACMTA Transit System; is cost neutral to LACMTA; and does not interfere with the rights of other individuals.

**2.1 Request to Use LACMTA Property**

Applicants seeking a permit to use LACMTA property must submit a fully completed "Request to Use LACMTA Property" Form to the Real Estate Department, along with a non-refundable administrative fee. The fee will be used to defray the direct costs of processing and investigating the Event application. The fee amount will be set, and may be adjusted from time to time, by the Real Estate Department. In addition to the non-refundable administrative fee, the applicant will be responsible for reimbursing LACMTA for any costs incurred.



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Applicants seeking a permit must submit the request prior to the event according to the following schedule:

Category 1 – Events which require setting up equipment or would include the use of special effects: at least fifteen (15) business days in advance of event.

Category 2 – Events where no set up is required: at least three (3) business days in advance of event.

Category 3 – Events which cannot be planned more than 4 hours in advance due to breaking news or an emergency situation, where no set-up or special effects are required: at least four (4) business hours in advance of event.

**2.2 Approval Process for Requests to Use LACMTA Property**

The Real Estate Department shall coordinate with the affected LACMTA department(s) to review, evaluate and coordinate the request. The DEO of Real Estate shall obtain concurrence from the affected LACMTA department head(s) prior to issuing approval for the proposed event.

Approval or denial of the request shall be issued as follows:

Category 1 – within three (3) business days of receipt of the request

Category 2 – within one (1) business day of receipt of the request

Category 3 – within one (1) business hour of receipt of the request

LACMTA will grant approval if the planned event: (1) will not impede the ability of LACMTA patrons to make timely and safe use of the transit system; 2) will not impede LACMTA employees' ability to perform their work safely; 3) will not cause LACMTA to incur costs that will not be reimbursed by event planners; and 4) will not conflict with an overlapping event.

If approved, the Real Estate Department shall issue a Right of Entry Permit (Attachment 2) to the entity, organization or person(s) requesting the use of LACMTA property. The Real Estate Department may require the applicant to provide proof of insurance or execute a Release of Claim and Indemnity Agreement (Attachment 3) with LACMTA.

A Right of Entry Permit shall be denied if: a) the public event will impede the ability of LACMTA patrons to make timely and safe use of the transit system; b) the public event will impede LACMTA employees' ability to perform their work safely; c) the public event will cause LACMTA to incur an expense; d) the event will conflict with an overlapping event; e) information contained in the application, or supplementary information requested from the applicant, is



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false in any material detail; or f) the applicant fails to provide a complete application after being notified to produce additional information and/or documents.

**2.3 Right of Entry Permit Revocation**

A Right of Entry Permit may be revoked if an applicant fails to conduct the Event in accordance with information contained in the permit application or any terms and conditions imposed on the issued permit. LACMTA will notify any applicant whose Right of Entry Permit has been revoked as soon as possible verbally, but no later than the end of the next business day if the event is five (5) or fewer business days out; a written notice of revocation will be mailed out as a follow up to a verbal notice by the end of the next business day, or if the event is more than five (5) business days out. The notification will be written, contain the reason for the denial or revocation, and provide procedures for an appeal.

**2.4 Appeals**

Any applicant may appeal the denial or revocation of a Right of Entry Permit to the Executive Officer of Administration by filing a written notice of appeal with the Executive Officer, Administration as follows:

Category 1 – within three (3) business days of the Permit denial or revocation

Category 2 – within twelve (12) business hours of the Permit denial or revocation

Category 3 – within one (1) business hour of the Permit denial or revocation

The Executive Officer, Administration, or designee, determines if the appeal is justified, and makes the final administrative determination to grant or deny the appeal as follows:

Category 1 – within three (3) business days of receipt of the appeal

Category 2 – within twelve (12) hours of receipt of the appeal

Category 3 – within one (1) hour of receipt of the appeal

**2.5 Cost Reimbursement**

Public events held on public areas of LACMTA property are expected to be cost-neutral to LACMTA. If LACMTA incurs costs related to the public event,



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the applicant shall be responsible for reimbursing LACMTA for all costs incurred, including, but not limited to: traffic control costs; security, clean-up costs and damages; crowd control measures; maintenance; equipment installation and utilities. An administrative fee may also be applied to costs.

If LACMTA property is damaged or destroyed, or not left in the original condition as a result of the public event, the requestor must reimburse LACMTA for the replacement or repair costs of the damaged or destroyed property. LACMTA will have sole discretion as to the applicant's liability for repair vs. replacement.

### 2.6 Indemnification & Insurance

Prior to the effective date of the Right of Entry Permit, the applicant shall procure and maintain in full force and effect, during the entire term of the Right of Entry Permit, a policy of general liability insurance from an insurance company authorized to do business in California. The insurance policy shall include LACMTA, its Board, officers, agents and employees as additional insureds. Proof of insurance shall be submitted to LACMTA and approved by LACMTA prior to the public event.

In lieu of insurance, the applicant shall sign a Release of Claim and Indemnity Agreement that shall expressly provide that the applicant agrees to defend (by counsel satisfactory to LACMTA), protect, indemnify and hold LACMTA, its officers, employees and agents harmless from and against any and all claims, damages, costs and expenses (including without limitation, any fines, penalties, judgments, litigation expenses and experts' and attorneys' fees), and loss or liability of any kind or nature arising out of, or resulting from the alleged acts or omissions of the applicant, its officers, agents or employees in connection with the public event.

### 2.7 Restrictions on Use of Public Areas of LACMTA Property

LACMTA public areas may only be used for public events during the hours of 7:00 AM to 9:00 PM.

This policy does not apply to activities covered under LACMTA's Use of LACMTA Property for Commercial Activities Policy.

This policy does not apply to filming activities.

No controlled or illegal substances are allowed in public areas of LACMTA property at any time.



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The sale or use of alcoholic beverages or tobacco products is prohibited on LACMTA property, except in designated areas permitting that activity.

**Copyright Protection of Artwork:** LACMTA facilities and real property may contain artwork that is protected by an artist copyright. Protected artwork should not be photographed, whether still or live action photography, and should not be represented, distributed, or displayed without obtaining prior written permission from the artist. Anyone engaging in illegal photography, representation, distribution, or display of LACMTA artwork will be solely responsible for copyright infringement claims. If a copyright infringement claim is made against LACMTA for artwork a person has photographed, that person must, at his or her own expense, indemnify, hold harmless, defend or settle any such claim and bear all associated damages and costs. A listing of LACMTA artwork and artist contact information is available upon request.

### 3.0 DEFINITION OF TERMS

**Administrative Fee** – a non-refundable fee paid by the applicant at the time the Request to Use LACMTA Property Form is submitted to LACMTA. The amount of the fee will be set by the Real Estate Department to cover administrative costs and to defray the direct costs of processing and investigating the Public Event application.

**Business Day** – any day that LACMTA is open for business, excluding Saturdays, Sundays and holidays

**Category 1 Events** – events which are planned at least 15 business days in advance and require setting up equipment, including, but not limited to, tables, chairs, electrical equipment, public address systems, lighting, banners, and temporary structures such as stages, tents, canopies, or would include the use of special effects.

**Category 2 Events** – events which are planned at least 3 business days in advance and no setup or special effects are required.

**Category 3 Events** – events which cannot be planned more than 4 hours in advance due to breaking news or an emergency situation and where no set-up or special effects are required.

**Public Areas of LACMTA Property** – areas generally under LACMTA control which are located at the street level plazas of LACMTA stations, adjacent to city sidewalks, and not included in a joint development project (Attachment 4).

**Public Events** – include, but are not limited to, assemblies, public meetings, community celebrations and observances.



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**Reimbursement of Costs** – required for actual costs incurred by LACMTA as a result of the public event for additional traffic control, security, clean-up costs and damages, crowd control measures, maintenance, equipment installation and utilities.

**4.0 RESPONSIBILITIES**

**Deputy Executive Officer of Real Estate** – approves or denies a Right of Entry Permit.

**Executive Officer, Administration** – considers appeals arising from permit denials or revocations.

**LACMTA Operations** – evaluates requests and estimates costs that may be incurred for use of LACMTA property for a public event.

**Real Estate Department** – administers requests under this policy and coordinates all public events with appropriate LACMTA Transit Operations and/or other departments.

**5.0 FLOWCHART**

Not Applicable

**6.0 REFERENCES**

1. Use of MTA Property for Commercial Activities (GEN 47)
2. Checklist of “Concurrence with Other LACMTA Departments for Use of LACMTA Property”
3. Listing of LACMTA Artwork and Artist Contact Information

**7.0 ATTACHMENTS**

1. Request to Use LACMTA Property Form
2. Right of Entry Permit
3. Release of Claim and Indemnity Agreement
4. List of Public Areas of LACMTA Property
5. Public Event Permit Brochure

**8.0 PROCEDURE HISTORY**

5/15/07      New policy





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08/11/11

Revised to specify that no controlled or illegal substances are allowed in LACMTA public areas at any time. The sale or use of alcoholic beverages or tobacco products is prohibited on LACMTA property, except in designated areas permitting that activity. Defined business day as “any day that LACMTA is open for business, excluding Saturdays, Sundays and holidays”; changed “appropriate” to “affected” when referencing departments; Removed “immediately” and replaced it with more definitive time frames.



# Metro

## Los Angeles County Metropolitan Transportation Authority (LACMTA) REQUEST TO USE LACMTA PROPERTY

DATE: \_\_\_\_\_

TO: Real Estate Department 99-13-8  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Charter Attached?  
 Yes  No

<b>Requests for LACMTA-OWNED PROPERTY:</b>	Please complete the following information in detail. (Attach additional sheets if necessary.)
Specific Gateway Location(s) for Event	_____
Type of Event	_____
Date & Time of Event	_____
Length of Event (hours or days)	_____
Number of Attendees	_____
Responsible Party/Organization (Name & Address)	_____
Event Contact Person	_____
Phone No.	_____
<input type="checkbox"/> LACMTA Personnel	<input type="checkbox"/> Lighting & Air Conditioning
<input type="checkbox"/> Communications Dept.	<input type="checkbox"/> Security Services
	<input type="checkbox"/> Custodial Services
	<input type="checkbox"/> Other (describe in detail below)
Specifications	_____
	_____
	_____

### REQUIRED SERVICES:

- Liability Insurance (Company Name) \_\_\_\_\_
- Workers' Comp. (Company Name) \_\_\_\_\_
- Security (Company Name) \_\_\_\_\_
- Auto Insurance (Company Name) \_\_\_\_\_
- Refundable Deposit \$ \_\_\_\_\_

### FEES:

- Base Rental Fee \$100
- Cleaning \$ \_\_\_\_\_
- Utilities \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- ITS \$ \_\_\_\_\_
- Equipment \$ \_\_\_\_\_
- TOTAL FEES \$100**

- Approved  Forwarded to Responsible Party for Signature
- Denied  Justification Attached

Date: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

August 9, 2011

[ contact ]  
[ name/business ]  
[ address ]  
[ city, state, zip ]

Re: Right of Entry Permit to use LACMTA property located at [ address ]

Dear Mr. [ name ]:

Enclosed for your execution are duplicate originals of the Right of Entry Permit between the Los Angeles County Metropolitan Transportation Authority (LACMTA) and [ name/business ] for a [ event ] on [ beginning date ] to [ ending date ].

Please submit your payment to this office in the amount of \$0,000.00 for the use of the area covered by the Permit. All payments must be received in our office at least 48 hours before the effective date of the Permit. Your Certificate of Insurance has been received and has been approved.

Please do not hesitate to call me if you have any questions or require additional information. My telephone number is (213) 922-2409.

Sincerely,

John Furby  
Senior Real Estate Officer

Enclosure

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY**

**RIGHT OF ENTRY PERMIT**

**THIS PERMIT**, dated for reference purposes only, August 9, 2011, is made by and between **THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY**, ("LACMTA") a public agency existing under the authority of the State of California, and [           **name/business**           ] ("Permittee"). The parties agree:

For the consideration hereinafter stated, the parties agree as follows:

1. The LACMTA hereby permits Permittee to enter upon the real property ("Property"), located at **342 N. Mathews Street**, in the City of **Los Angeles**, County of **Los Angeles**, State of **California**, subject to the following terms and conditions.
2. Permittee's right to enter the Property is non-exclusive and personal to Permittee, its agents, employees and invitees and, therefore is not assignable.
3. This Permit is granted to Permittee solely for the following purpose(s) and no other purpose(s): [           **description**          ].
4. This Permit is granted to Permittee to enter **ONLY** the following specific area or areas: **The entire parcels as outlined on attached "Exhibit A"**.
5. Permission to enter the Property is granted for the following days: [   **beginning date**   ] to [   **ending date**   ], unless extended by written agreement of the parties.
6. Permittee shall pay the sum of [   **amount**   ] (**\$0,000.00**) for use of the area covered by this permit. A security deposit in the amount of [   **amount**   ] (**\$0,000.00**) in a separate **check** is required and will be refunded only upon satisfactory evidence to the LACMTA that the property has been returned in a clear and clean condition.
7. Permittee shall install temporary barriers or protective devices around all existing plants, flowers and shrubs on the premises to prevent damage by workers and/or attendees at the carnival operation.
8. Permittee shall indemnify, defend and hold harmless LACMTA and its Indemnitees, from any and all claims, liabilities, penalties, liens, suits, judgments, costs and expenses, including without limitation, damage to property or injuries to or death of any person or persons by whomsoever it is caused, arising directly or indirectly from Permittee's use of the Property or exercise of this Permit.

9. Permittee, at its expense, shall comply with all applicable federal, state and local laws, ordinances, regulations, rules and orders with respect to the use of the Property.
10. While this permit is in effect, Permittee shall maintain and furnish evidence of the following insurance:
  - a. A policy of comprehensive general liability insurance including automobile having a combined single limit of not less than **One Million Dollars (\$1,000,000)** per occurrence naming the LACMTA, its officers, agents and employees as additional insured.
  - b. Worker's Compensation coverage as provided by the California Labor Code.

Permittee shall pay all premiums and assessments on the insurance coverage required by this paragraph when due and shall provide LACMTA certificates of insurance for all insurance required to be maintained by Permittee prior to the date of the commencement or any activities by same on the Property. Each certificate shall expressly provide that such policies shall not be cancelable or otherwise subject to modification except after thirty (30) calendar-days prior written notice to LACMTA.

Notwithstanding the foregoing, the insurance requirements may be satisfied by providing evidence that Permittee is legally self-insured. Permittee agrees that any program of self-insurance shall protect the interests of the LACMTA in the same manner as those interests would have been protected had a policy of commercial insurance been in effect.

11. The LACMTA may inspect the Premises covered by the Permit at any or all times.
12. The LACMTA may terminate this Permit and be relieved of any further performance if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided or if LACMTA or any other person discovers any dangerous condition on the Premises.
13. The LACMTA may, by written notice to the Permittee, terminate this Permit in whole or in part at any time for the LACMTA's convenience. Upon receipt of such Notice, the Permittee shall immediately vacate the Premises. Termination of this Permit shall be effective as of the date of receipt by the Permittee of such Notice.
14. **Notices to LACMTA shall be given as follows:**

Los Angeles County  
Metropolitan Transportation Authority  
One Gateway Plaza 14<sup>th</sup> Floor  
Los Angeles, CA 90012-2952  
CONTACT PERSON: John Furby, Sr. Real Estate Officer  
(213) 922-2409; Fax (213) 922-2440

**Notices to Permittee shall be given as follows:**

[ name/business ]  
 [ address ]  
 [ city, state, zip ]  
 CONTACT PERSON: [ name ]  
 (000) 000-000; Fax (000) 000-000

[ name/business ]  
 [ address ]  
 [ city, state, zip ]  
 CONTACT PERSON: [ name ]  
 (000) 000-000; Fax (000) 000-000

All written notices shall be deposited in the United States mail, postage prepaid, or delivered personally or by overnight courier.

- 15. The parties hereto agree that to their knowledge, no Board member, officer or employee of the Los Angeles County Metropolitan Transportation Authority has any financial interest, in this transaction, and that if any such interest comes to the knowledge of either party at any time, full and complete disclosure of all such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under the laws of the State of California.

**THE UNDERSIGNED REPRESENTS AND WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE AND DELIVER ON BEHALF OF THE PERMITTEE.**

**LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION  
AUTHORITY**

**PERMITTEE:**  
[ name/business ]

BY: \_\_\_\_\_  
Velma C. Marshall  
Director of Real Estate

BY: \_\_\_\_\_  
[ name ]  
[ title ]

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED AS TO FORM  
BY COUNTY COUNSEL ON 3/25/96

Los Angeles County Metropolitan Transportation Authority

RELEASE OF CLAIM AND INDEMNITY AGREEMENT

\_\_\_\_\_ ("REQUESTOR") requests to go onto that certain property of the Los Angeles County Metropolitan Transportation Authority ("LACMTA") at One Gateway Plaza, Los Angeles (the "Property") for the purpose(s) of holding an event, as described on the attached Request to Use LACMTA Property form. REQUESTOR desires to use the Property on \_\_\_\_\_ commencing at \_\_\_\_\_ and terminating at (the "Term"). Little or no benefit or profit will accrue to LACMTA from Requestor's activities on the Property.

LACMTA hereby permits REQUESTOR to use the Property for the purposes stated above and activities incidental thereto during the Term subject to the terms and conditions of this Release of Claim and Indemnity Agreement (the "Agreement").

In consideration of LACMTA permitting REQUESTOR to use the Property as provided herein, REQUESTOR HEREBY RELEASES LACMTA and its member agencies, subsidiaries, officers, commissioners, employees, agents successors and assigns, (hereinafter, "Indemnitees") from liability or claim or demands against Indemnitees for injury or death and for loss of or damage to their property which occurs directly or indirectly in connection with or as a result of REQUESTOR'S presence on the Property, whether due to the negligence (whether active, passive, derivative, joint, concurring or comparative) of Indemnitees, or otherwise, unless caused solely by the gross negligence or willful misconduct of Indemnitees.

It is REQUESTOR's intention that this release, if applicable, shall be effective as a bar to each and every claim and in furtherance of this intention, such release shall provide that REQUESTOR waives and relinquishes all rights and benefits under Section 1542 of the California Civil Code, which provides:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected a settlement with the debtor."

\_\_\_\_\_  
Requestor's Initial

Further, REQUESTOR shall indemnify, defend and hold harmless LACMTA and its Indemnitees, from and against all losses (including damage to property or injuries to or death of any person), liabilities, claims, demands, causes of action, damages, costs and expenses (including without limitation, any fines, penalties, judgments, litigation expenses, reasonable attorneys' fees) direct or indirect, foreseen or unforeseen of any person, including employees of LACMTA, arising or resulting from REQUESTOR and REQUESTOR's permittees presence on the Property, whether due to the negligence (whether active, passive, derivative, joint, concurring or comparative) of LACMTA or its indemnitees, or otherwise, unless caused solely by the gross negligence or willful misconduct of LACMTA or its Indemnitees.

REQUESTOR fully understands the foregoing and accepts all responsibility and assumes all risk of loss, damage, injury or death of any kind to any person or property, including employees of LACMTA. REQUESTOR shall use the Property in compliance with all applicable laws and regulations.

REQUESTOR further expressly understands that the permission granted herein shall automatically expire at the end of the Term and REQUESTOR shall have no further rights to be on the Property after the termination or expiration of this Agreement.

This Agreement shall be binding upon Requestor's successors, executors, administrators, heirs and assigns.

BY SIGNING BELOW, REQUESTOR REPRESENTS AND WARRANTS THAT HE/SHE (1) UNDERSTANDS THE TERMS OF THIS AGREEMENT AND ACCEPTS SUCH TERMS AS A CONDITION TO ITS USE OF THE PROPERTY AND (2) IS DULY AUTHORIZED TO EXECUTE AND DELIVER THIS AGREEMENT ON BEHALF OF THE PERMITTEE.

LOS ANGELES COUNTY METROPOLITAN  
TRANSPORTATION AUTHORITY

(REQUESTOR)

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

Velma C. Marshall  
Title: Deputy Executive Officer – Real Estate

Title: \_\_\_\_\_



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

**Public Areas of Metro Property  
As of May 2007**

**LARGE PLAZAS**

**SMALL PLAZAS**

Westlake/McArthur Park

Union Station (East Portal)

Universal City

Vermont/Beverly

North Hollywood

Vermont/Santa Monica

Imperial/Wilmington

Vermont/Sunset

El Monte Busway

Stations may be added to the above list as new stations with plaza areas are completed. Stations may be deleted from the above list if they are included in a joint development.



metro.net

## How much advance time is required to request a permit?

To request a permit, a "Request to Use Metro Property" form along with a non-refundable processing fee must be submitted to Metro's Real Estate Department.

The following schedule identifies the lead time required for submission of an application for a permit for a public event.

Category	Advance lead-time
Category 3	4 business hours

## When may events be held?

Metro public areas may only be used for public events during the hours of 7 AM to 9 PM.

## Are there event restrictions?

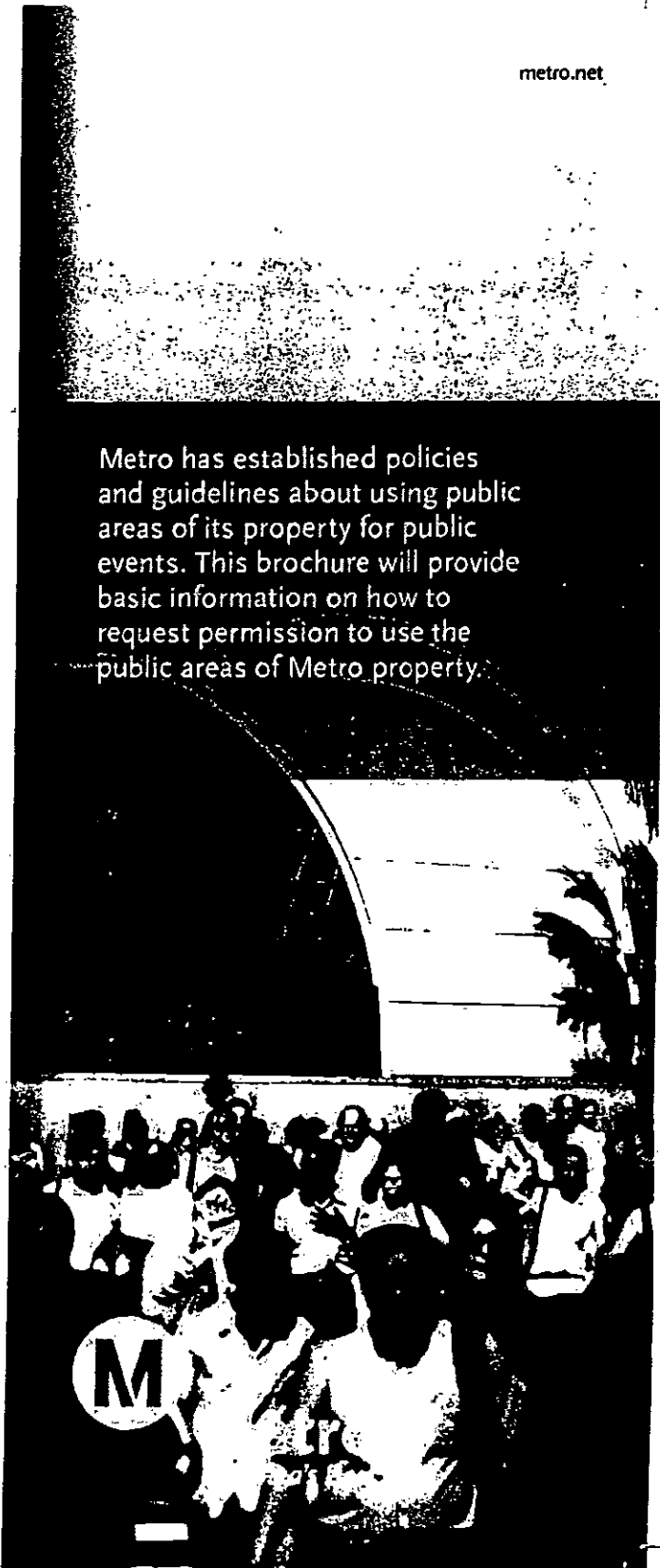
- > No alcoholic beverages are allowed in Metro public areas.
- > All events, whether permitted or not, must be conducted in a manner that does not endanger the safety of the public or Metro employees.
- > Events excluded from this policy include commercial activities and filming which are covered under other policies and require other permits.

Additional information can be obtained from:

Metro Real Estate Department  
 One Gateway Plaza  
 Mail Stop 99-13-8  
 Los Angeles CA 90012  
 213.922.2636

Online at [metro.net/aboutus/otherinformation](http://metro.net/aboutus/otherinformation)

07-14/2007 © 2007 LACMTA



## Where can public events be held?\*

Events may be held in the public areas of Metro property only on street level plazas of Metro stations that are adjacent to city sidewalks and that are not included in a joint development project.

> Large Metro Rail plazas include:  
Imperial/Wilmington Station  
North Hollywood Station  
Universal City Station  
Westlake/MacArthur Park Station

> Small Metro Rail plazas include:  
Union Station (East Portal)  
Vermont/Beverly Station  
Vermont/Santa Monica Station  
Vermont/Sunset Station

> Bus Facilities  
El Monte Station

\* Subject to change

## What types of events can be held on Metro property?

Public events that may be held in public areas of Metro property include assemblies, public meetings, community celebrations and observances.

Metro identifies events based on a "category" as follows:

Category	Description
Category 1	Events that require a permit and set-up of equipment.
Category 2	Events that require set-up of equipment, permits and resources.

Category	Description
Category 3	Events that require set-up of equipment, permits and resources.

\* Equipment set-up includes but is not limited to: tables, chairs, electrical equipment, public address systems, lighting, banners, temporary structures such as stage, tent, canopy, or includes the use of other "special effects."

## Which events require permits?

Permits are required based on the estimated size and location of the event. Not all events require a permit. Permits are required if:

- > The event is held in a small Metro plaza and the estimated attendance is greater than 25 people, or;
- > The event is held in a large Metro plaza and the estimated attendance is greater than 50 people.
- > Events that require set-up of equipment or special effects, regardless of the number in attendance.

Events not falling within the above three criteria are not required to have a permit.

