

**GUIDELINE PROCEDURES FOR RENTALS AND SPECIAL EVENTS**  
**AT GRIFFITH OBSERVATORY**

All facilities at Griffith Observatory are primarily for the use of the Observatory in accomplishing its mission of public astronomy and science education. The use of Observatory facilities for activities conducted or sponsored by the Observatory take priority over all other uses. Special consideration is provided for uses proposed by Friends Of The Observatory (FOTO), related to FOTO's public-private partnership with the City to support the Observatory. On occasion, Griffith Observatory will consider appropriate requests for rental use of its facilities consistent with the policies of the Department of Recreation and Parks and the Observatory's mission.

All rental requests must be filed with the Observatory as specified in the procedures described below. Observatory rental uses may range from short meetings in a conference room to use of the entire building for events or filming. Rental uses of the Observatory will require the payment of use fees, as specified by the Board of Recreation and Park Commissioners.

**PROCEDURE FOR GRIFFITH OBSERVATORY RENTAL REQUESTS**

**A. Initial Application Process - Those interested in renting one or more facilities at Griffith Observatory should:**

- 1. Direct all inquiries for rental use of Observatory facilities to the Observatory staff**
  - a. Requests received by/through Observatory concessionaires (including Wolfgang Puck) must be referred to the Observatory staff for evaluation.
- 2. Review rental information posted on Observatory website.**
- 3. Complete basic rental application form. A completed form must include the following:**
  - a. Basic description of the proposed facility usage
  - b. Approximate number of attendees, with a maximum 1,800 total participants in the event (participants include both attendees and all required event staff)
  - c. Date and time, including set up and tear down  
Load-in and load-out are prohibited after 10:30 p.m. or before 6:00 a.m.
  - d. Hours of alcohol service will be specified in rental agreement. Alcohol service, if applicable, will conclude by 10:00 p.m. and events at which alcohol is served will conclude by 10:30 p.m. Exceptions to the 10:00 p.m. cut off of alcoholic service and the 10:30 p.m. event ending time may be granted only by the expressed written approval of the Department of Recreation and Parks General Manager. If an event at which alcohol is served occurs during public operations, service and consumption of alcohol must take place out of public view.
  - e. Catering needs and other special facility requirements.
  - f. Traffic and parking concept. As Observatory parking is extremely limited, the Observatory is located in a park adjacent to residential areas, and the park roads are not designed for commercial traffic, any proposal for more than 200 attendees should include multi-passenger vehicles.
- 4. Submit rental application form by email or fax to Observatory staff.**

**B. Initial Observatory Review Process - Once the Observatory has received a rental application form, it will review it as follows:**

- 1. Observatory staff conducts preliminary evaluation of requests for completeness and clarity.**

2. Observatory staff discusses completed requests with Observatory Deputy Director, who reviews and evaluates requests based on these criteria:
  - a. Linkage with Observatory educational mission and purpose
  - b. Level of disruption to public operation
  - c. Impact on other Griffith Park venues and nearby neighborhoods
  - d. Degree of required event support by Observatory staff
  - e. Observatory calendar and schedule availability for proposed event. In particular, there shall be no more than 26 significant events per year (and no more than three in a particular month) at which alcohol is served, where a “significant” event is defined as occurring anywhere in the building other than the classroom or conference room.
3. Deputy Director discusses requests with the Observatory Director.
4. Observatory Director will make the determination and will forward to the General Manager, Department of Recreation and Parks, for final approval. Decisions of the General Manager are final.

C. Detailed Application Process – Approved applications will be required to submit detailed documentation regarding the event. The amount of documentation will depend on the nature of the event (i.e., a simple meeting in the classroom vs. an evening event with catering). The following steps must be adhered to:

1. Designate a “single point-of-contact” for the Observatory staff to work with event planning. This one person should contact the Observatory staff regarding the event, unless the Observatory staff directs otherwise.
2. Complete all paperwork and forms provided or requested by the Observatory staff. These may include, but are not limited to:
  - a. Detailed rental event application (for permitting purposes)
  - b. Detailed program for the event or activity
  - c. Detailed plan for access (parking, shuttles, valet)
  - d. Detailed plan for security (if required)
  - e. Detailed schedule leading up to and after the rental (set-up and take down)
  - f. Catering application (if catering is part of the event) and detailed catering plan
  - g. Detailed plan for alcohol service, if applicable, taking into consideration all Observatory requirements regarding alcohol service
  - h. Insurance certifications (if required)
  - i. Plot plan for fire permit
  - j. Film permitting (if required)
  - k. Detailed requirements and fees for Observatory-provided services (security, maintenance, parking, technical services, and interpretive services)
3. 50% of fees must be paid as deposit.

D. Event Log and Schedule. The Department of Recreation and Parks shall keep a log of all events at which alcohol is served; such a log will be available for inspection at the Observatory Director’s office. To the extent practicable, the Department shall also prepare and publish a schedule of planned events at the Observatory.