



CONTRACT REQUEST FORM – Location: LAMC

This form must be received in LACCD's Business Services Division FOUR WEEKS PRIOR to commencement of the Contract Period [excludes Short Term Agreements (STAs), Facilities Orders, and some Short Forms].

FOR OFFICE USE ONLY:

SAP Doc. #: _____

Notes: _____

* = Required Information

Note: Please check which "Action" item you will be using

| <u>*ACTION</u> | <u>GENERAL AGREEMENTS</u> | <u>SHORT TERM AGREEMENT (STAs)</u> <u>(\$5,000 or less AND one year or less)</u> | <u>FACILITIES</u> |
|---|--|---|--|
| <input checked="" type="checkbox"/> New contract <input type="checkbox"/> Amend contract <input type="checkbox"/> Renew contract <input type="checkbox"/> Terminate contract <input type="checkbox"/> Income Contract #: _____ | <input type="checkbox"/> Educational Services <input type="checkbox"/> Lease of Equipment <input checked="" type="checkbox"/> Lease of Facility <input type="checkbox"/> Maintenance of Equipment <input type="checkbox"/> Performance/Workshop <input type="checkbox"/> Professional Services <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Community Services <input type="checkbox"/> Model <input type="checkbox"/> Performance/Workshop <input type="checkbox"/> Personal Services <input type="checkbox"/> Reader <input checked="" type="checkbox"/> Other: _____ | <input type="checkbox"/> Consultant Proposal <input type="checkbox"/> Facilities Order <input type="checkbox"/> Professional Services <input type="checkbox"/> Short Form <input checked="" type="checkbox"/> Standard Form <input type="checkbox"/> Other: _____ |

CONTRACT INFORMATION

*Period of Services: From: 8/31/2015 To: 12/28/2015 (Inclusive)

*Lessor / Contractor: LA County Parks and Recreation SAP Vendor # (if known): 1003571

*SSN / Federal Tax ID: _____

*Street Address: 31320 Castaic Road

*City: Castaic *State: CA *Zip: 91384

*Contact Person: Central Reservations *Phone #: 800.267.2757

License #/License Type: _____ *Fax #: 661.295.0920

*To be billed per: Month Semester Contract Period Other: _____

* Rate or Cost or Income _____ Per: Day Month Year

Other: Per Contract

LOCATION INFORMATION

*Requestor: Steve Ruys Date: 8/20/15

*Title/Position: Athletic Director *Dept.: Athletics *Phone/Ext.# (818) 364-7621

Contact: _____ (Complete if different from Requestor) Phone/Ext.# _____

*Funds Center Approval:
If using multiple accounts, please provide details in the "Description" area below.

| Fund (Fund/Program) | G/L Account (Object Code) | WBS/Cost Center |
|---------------------|---------------------------|----------------------|
| 10100 | 563500 | M1870A/M8170A/M8030A |

For help on new accounting codes, please refer to <http://san.laccd.edu> under section "Account Cross Reference".


APPROVALS:

(1 = College; 2 = District)

*Printed Name: Steve Ruys

*VP of Admin.¹/Mgr.²: _____

*President¹/Director²: _____

*Signature:  8/24/15

*Date: _____

*Date: _____

*Specific description, purpose, and justification (Describe each in full – use separate sheet if needed and/or attach all necessary documentation.)

Rental of El Cariso Park for LAMC athletic teams - Baseball / Softball / Soccer

Please encumber \$ from M1870A
 Please encumber \$ from M8170A
 Please encumber \$ from M8030A \$10,000

*Estimated cost for total contract period: \$10,000.00

Blanco, Josefina

From: Ruys, Steve C.
Sent: Monday, August 31, 2015 12:09 PM
To: Blanco, Josefina
Subject: Fwd: Receipt #951443

Steve Ruys
Athletic Director
Los Angeles Mission College
(818) 364-7621

Begin forwarded message:

From: "noreply@reservations.lacounty.gov" <noreply@reservations.lacounty.gov>
Date: August 27, 2015 at 9:46:55 AM PDT
To: "ruysc@lamission.edu" <ruysc@lamission.edu>, "romanost@lamission.edu" <romanost@lamission.edu>
Subject: Receipt #951443



El Cariso Community Regional Park

13100 Hubbard Street Sylmar CA 91342
Telephone: El Cariso Community Regional Park (800-267-2757,
8:30AM-4PM Pacific, Mon-Fri)
Email: NorthReservations@parks.lacounty.gov
<http://reservations.lacounty.gov>

HOURLY FACILITY PERMIT

Reservation: PENDING

STEVE RUYS
MISSION COLLEGE
13356 ELDRIDGE AVE.
SYLMAR CA 91342
US

818 364-7621

Event: MISSION COLLEGE SOCCER CONDITIONING
2015

Permit #15-951443

Issue Date: Thursday, May 28, 2015



* 9 5 1 4 4 3 *
A MORALES

IMPORTANT REQUIREMENTS

| Item Required | Requirement | Due Date | Received |
|---------------|----------------|-----------|----------|
| Insurance | CO-SPONSORSHIP | 6/19/2015 | No |
| Insurance | CO-SPONSORSHIP | 6/19/2015 | No |
| Insurance | CO-SPONSORSHIP | 6/19/2015 | No |

| Reservation Description | From | To | # of Guests | Qty | Rental Fees | Other Fees | Total |
|---|---------------------|---------------------|----------------|----------------------------|----------------|---------------|---------|
| Soccer Field | 6/29/15 8:00:00 AM | 6/29/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 1 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 7/6/15 8:00:00 AM | 7/6/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 2 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 7/13/15 8:00:00 AM | 7/13/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 3 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 7/20/15 8:00:00 AM | 7/20/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 4 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 7/27/15 8:00:00 AM | 7/27/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 5 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 8/3/15 8:00:00 AM | 8/3/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 6 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 8/10/15 8:00:00 AM | 8/10/15 10:00:00 AM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 7 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 8/17/15 11:30:00 AM | 8/17/15 1:30:00 PM | 0 | 1 | \$44.00 | | \$44.00 |
| 099 Staff Time - Recreation Services Leader Temp | | | | 3 | | \$46.29 | \$46.29 |
| | | | | Facility 8 Subtotal | \$44.00 | \$46.29 | \$90.29 |
| NOTES - Alcohol Served: NO, Alcohol Sold: NO, Amplified Sound Allowed: NO, Inflatable Bouncer Allowed: NO, Security Required At Event: NO | | | | | | | |
| Soccer Field | 8/24/15 11:30:00 AM | 8/24/15 1:30:00 PM | 0 | 1 | \$44.00 | | \$44.00 |

Nguyen, Frances H.

From: Blanco, Josefina
Sent: Tuesday, September 01, 2015 9:59 AM
To: Villanueva, Daniel G.
Cc: Ward, Tara; Nguyen, Frances H.; Ruys, Steve C.
Subject: FW: Receipt #951443
Attachments: Budget Cost CenterM8030A.pdf; LA County Parks and Rec. \$10,000.pdf

Good Morning Danny,
Steve submitted this new LA County Parks and Recreations contract request for the athletic teams totaling \$9,999.89. However, his budget only has \$7,586 so, it is short by \$2,414. Will you be able to find him this money needed, that I can process his request as soon as possible?

Please advise. Thanks!

Josefina

From: Ruys, Steve C.
Sent: Monday, August 31, 2015 12:09 PM
To: Blanco, Josefina <BlancoJ@lamission.edu>
Subject: Fwd: Receipt #951443

Steve Ruys
Athletic Director
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