

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** FUNDRAISING EVENTS**POLICY NO.** 146

PURPOSE:: To allow County-sponsored fundraising events under prescribed guidelines and as approved by the Board of Supervisors.

POLICY:: All County-sponsored fundraising events/activities shall be approved in writing by the Board of Supervisors, Department Head, local Chief Executive Officer, Area Health Officer or his/her designee.

Administrators who are requested to allow use of Departmental facilities shall adhere to the following criteria:

1. Activities must be held in areas that do not interfere with services to patients.
2. Events must have prior written approval of the local Chief Executive Officer, Area Health Officer or his/her designee. Employees shall obtain approval by submitting a Request for Approval to Solicit on County Property form (Attachment I) along with a completed Application for Permit Facility Use (Attachment II). Upon approval, both forms must be submitted to DHS Facilities Management at least 30 days prior to scheduling the event. Facility use permit fees may apply depending upon the site and nature of the event.
3. The forms must indicate the nature of the group holding the event, the purpose of the event(s) and how the profits from the sale will be used.
4. Only one group at a time may conduct a fundraising event in any County hospital or facility.
5. Fundraising activities at any facility shall not exceed two weeks in any 30-day period.
6. Outside vendors solicited to participate in fundraising activities must agree to indemnify, defend and hold the county, its officer and employees, harmless from any claim or liability arising or alleged to arise directly or indirectly out of the activity by providing proof of insurance at a minimum of \$1,000,000. Special event insurance is available for purchase, upon request.

AUTHORITY:: Memo, Janssen, David E., "Space Use Permit Fee Waiver- Charitable Giving," 6/27/03

Los Angeles County Code, Title 12, Chapters 13.15 and 13.16

CROSS-REFERENCE:: DHS Policy No. 742, "Solicitation by DHS Employees"

ATTACHMENT1: [FUNDRAISING POLICY ATTACHMENTS](#)

EFFECTIVE DATE: Nov 01, 2003

SUPERCEDES:

APPROVED: Signature on File
