DAY CAMP & FIELD TRIP
Permit Application Instructions

1. Enter your Email-address and Password, solve the reCaptcha and click Login.
2. Click on **Make a Reservation**

To reserve a facility, you will need to obtain a Login Name and Password and then click the Reserve button. You will be asked to select an event type, submit a description, and input a maximum number of guests. Search for your facility by Facility Type and select the facility you wish to reserve.
3. Click on **Request Reservation**

Welcome to the facilities and campsite reservation page! Please note that you will need to login in to make a reservation.

For **overnight camping** reservations, please select **View Facility Maps** to check availability and make a reservation.

For picnic areas, classrooms and other facilities, please select **View Facility Details** to check availability. Once you have found the preferred date and time at your preferred location, then select **Request Reservation**.

4. Select **Beach One-Day Camp/Field Trip** from the Event Type drop down menu
5. After selecting the Event Type, fill in the Description & Number of Guests and click Continue.

6. Select the Location, Facility, Tower, Amenities and click Continue.

   a. Location – Select a Beach from the drop-down menu.

   b. Facility – Select Beach.

   c. Tower – Select the Tower of your preference for your event.

   d. Amenities – Must select Unspecified.
7. Review the information and Check the box under Select, if there are no errors click Continue.

8. Select the Date, Time and Duration of the event and click Continue.

- a. Select the Date desired for the event
- b. Select the Starting Time for the event
- c. Select the Duration of the event
Review the date selected, if satisfied click Continue

When you are satisfied with the dates you have chosen, click

Continue
10. Review the **Tower, Beach** and **Time** selected for the event and click **Continue**

11. Check the box after reading the **Beach Use Permit Agreement**

12. **Answer** all the questions and click **Continue**
13. Read the County of Los Angeles waiver and click Submit

*Please note all FEES will be added by B&H staff after your permit is reviewed*