



CITY OF LOS ANGELES
Los Angeles Police Commission – Charitable Services Section
Guidance for Catholic Parishes and Parish-Affiliated Schools
(To be used in conjunction with the Bingo License Application Margin Notes)

This guidance explains how Catholic parishes and parish-affiliated schools within the Archdiocese of Los Angeles may comply with the City of Los Angeles Bingo License requirements under LAMC Article 4.5 and California Penal Code §326.5, while recognizing the canonical governance structure of the Catholic Church. This document should be used together with the Bingo License Application Margin Notes Version, which provides field-specific instructions aligned with the standard application.

Under Canon Law, the Pastor is the canonical head of the parish and is responsible for its administration, including financial and operational matters. Accordingly, the Pastor serves as the authorized signatory for bingo license applications. Catholic parishes do not operate with a board of directors in the corporate sense. Therefore, a Board of Directors resolution is not required. While advisory bodies such as finance or pastoral councils may exist, they do not possess governing authority for purposes of authorizing the application. The application must include the signature of the Pastor and one additional authorized representative, such as a Parish Administrator or School Principal, to ensure appropriate internal oversight. All bingo proceeds must be used for charitable purposes consistent with the mission of the parish, including parish operations, school support, religious education, and community or charitable ministries. Licensees are required to maintain ongoing compliance by reporting any changes to the information provided in the application, maintaining accurate financial records, and permitting inspection of premises and records by the Police Commission.

Parish real property is owned by The Roman Catholic Archbishop of Los Angeles, a corporation sole (RCALA). School property is owned by the Archdiocese of Los Angeles Education & Welfare Corporation (E&W Corp.). The Archbishop of Los Angeles serves as the sole member of both entities and carries out the ministry of the Archdiocese through parishes and schools that are located on RCALA and E&W Corp. property. As such, parishes and schools generally do not independently own or lease their operating premises. This guidance applies to both Catholic parishes and parish affiliated schools under a parish. In all cases, the Pastor retains governing authority and must authorize the application, including when bingo activities are conducted for the benefit of the school.

For organizational verification, applicants may submit documentation demonstrating affiliation with the Archdiocese, such as the inclusion in the Archdiocese of Los Angeles Catholic Directory in lieu of traditional corporate documentation where appropriate. Financial and organizational records should reflect the parish or school structure and may include diocesan or parish-level records consistent with Catholic administrative practices.

Applicants are required to submit a complete Bingo License Application along with the applicable \$50 fee, IRS tax-exempt status documentation, relevant organizational documentation, financial statements, a proposed bingo budget, bingo rules and prize structure, a completed bingo staffing form, a description of financial controls and recordkeeping systems, any applicable lease or facility agreement, and a Fire Department-approved floor plan. All bingo workers must be members of the organization. For Catholic entities, this may include registered parishioners, school parents or guardians, staff, and affiliated volunteers. A completed Volunteer-Member Information Sheet must be submitted as part of the application.

The Archdiocese of Los Angeles may support this process by confirming parish status and Pastor authority and by incorporating these requirements into its internal handbook to promote consistent compliance across parishes and schools.