



City of Torrance, Community Services Department
Book by Fax, E-Mail or Mail – Instructions & Forms

Thank you for your interest in booking a park building. Please start by reading the Meeting Fees & Policies form.

HOURS: The Facility Booking Office is open from 8am-5pm on Monday – Friday, however we are closed alternate Fridays.

AVAILABILITY: We recommend that you call or e-mail to check availability before sending your documents. Please understand that availability can change instantly since we also offer online bookings. Applications received by Fax, E-Mail or Mail will be processed within 1 business day and are not confirmed until you receive a receipt by e-mail. We recommend [Booking Online](#) for instant approval*.

* All Torrance Residents must [Create an Account](#) and [Submit Proof of Residency](#) prior to booking online in order to receive the resident discount.

WHAT TO SEND:

1. A completed application.
2. A Request to Pay By Credit Card Form with Damages, Overage & Improperly Incurred Expenses portion also signed.
3. A signed Cleaning Agreement (short-term or long-term depending on booking).
4. Torrance Residents: Proof of residency (driver's license, utility bill, car registration or car insurance)

FAX NUMBER: 310-781-7598 – a cover sheet is not required.

E-MAIL: FacilityBooking@TorranceCA.Gov

MAIL:
City of Torrance
Attn: Facility Booking Office
3031 Torrance Blvd.
Torrance, CA 90503

If you have any questions, please contact the Facility Booking Office at
310-618-5982 or FacilityBooking@TorranceCA.Gov