
City of Torrance, Community Services Department
Procedures and Guidelines
SHORT-TERM FACILITY USERS

Please keep in mind the following procedures and guidelines for all short-term park building facility permits.

Arrival/ Departure

A staff member will arrive at the designated start time to ensure the facility is clean upon arrival and departure to ensure cleanliness.

Facility users must schedule time for set-up and clean-up so please plan accordingly. You may not add/ subtract time from your rental on the day of the event. You will be charged \$30 for every portion of ten minutes that the facility user stays past the scheduled time (example: 11 minutes = \$60). An additional charge of \$25 will be applied for staffing costs and administrative duties performed.

Cleanliness

The representative of each group is responsible for clean-up of all areas used by the group, including the following:

- Do not tape, glue, or affix decorations to the walls.
- Wipe down tables and chairs and return them to their original locations. Please bring a sponge, paper towels or cleaning wipes.
- Remove trash from the building. Remove all decorations and personal belongings. Please bring extra trash bags if you are expecting to have a lot of trash.
- Leave the kitchen clean and remove all food/catering items.
- Wipe up spills on floors. Sweep up crumbs, a broom will be available for use.
- Leave the building ready for the next group to use.

General Rules

- Amplified sound is not permitted in the Attic. This includes DJ's, speakers & microphones. Small radios/ iPod players will be permitted at a low volume.
- Alcohol and smoking are not allowed in park buildings or any City parks. This includes parking lots.

Your group will be billed for any damages and/or the amount will be deducted from your refundable deposit. The permit holder is responsible for the actions of their guests. Please report any problems, concerns, and safety hazards as soon as possible so they can be corrected. In an emergency, contact the Attic staff (310) 781-7782. For all other questions, please contact the Facility Booking at (310) 618-5982 (Monday – Friday, 8am – 5pm, closed alternating Fridays).

I understand and will comply with the above.

Date

Signature