



City of Torrance - Community Services Department

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: (310) 618-5982 • Fax: (310) 781-7598

E-Mail: FacilityBooking@TorranceCA.Gov

PARK BUILDING MEETING RENTAL POLICY

The City of Torrance Park Buildings are available to Torrance based non-profit organizations for use as meeting rooms for their members. Meeting rooms are available from 6:00 a.m. to 10:00 p.m. on weekdays and 5:00 to 10:00 p.m. on weekends. Organizations must show proof of insurance and have a current non-profit 501(c)(3).

PARK BUILDING RENTAL

The following park buildings are available for non-profit meeting use:

	Address	Capacity
Alta Loma Park	26126 Delos Drive, Torrance, CA 90505	40
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277	30
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278	65
Greenwood Park	1520 Greenwood Avenue, Torrance, CA 90503	25
La Romeria Park	19501 Inglewood Avenue, Torrance, CA 90503	35
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504	30
Sea Aire Park	22730 Lupine Drive, Torrance, CA 90505	50
Sur La Brea Park	23610 Cabrillo Avenue, Torrance, CA 90501	40
Walteria Park	3855 242 nd Street, Torrance, CA 90505	40

Meeting rooms are available at no cost to the non-profit organization provided they meet the following criteria:

- Groups requesting the non-profit discount must provide their IRS issued 501(c)(3) number which will be verified on the IRS website.
- Long-term users are required to show proof of insurance (see insurance section below).
- The activity is a sit-down gathering of members of an organization, club, or group.
- The activity is not a class, sport, dance, exercise session, or physical training event
- No admission can be charged for the meeting.
- No custodial programs are allowed, i.e. babysitting, day care, after-school club, etc.

Park Building Fees			
Resident Non-Profit	Non-Resident Non-Profit	Resident Private	Non-Resident Private
No fee	\$40 per hour	\$40 per hour	\$50 per hour

How to Make a Reservation:

1. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
2. E-Mail and Fax: Forms can be found at www.TorranceCA.Gov/services/parks/park-buildings.
3. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

PARK BUILDING MEETING RENTAL POLICIES

Proof of residency is required by Torrance residents to get a discount. The items we can accept are: driver's license, utility bill, car registration or car insurance.

The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant.

All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. In the event of damage, cleaning or late departure, the customer will be notified prior to their credit card being charged. Customers that do not possess a credit card will need to pay a refundable deposit of \$100 by cash or check. Please allow 6-8 weeks for the deposit to be returned by check.

PARK BUILDING RENTAL RATES

Resident	Non-Resident
\$40 per hour	\$80 per hour

Please indicate the actual reservation hours with a minimum of two hours for any rental. All groups are required to complete their own set-up and clean-up of the Park Building and ensure the cleanliness upon departure, please plan accordingly. The Park Rangers are to open and close the facility.

*Late Departures will be charged for the extra time. Fees will be deducted from the deposit or charged to the credit card on file. Fee charge will be \$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.

PICNIC AREA AND BOUNCER POLICY

A Park Building reservation is for the inside only. Picnic area and bouncer reservations, in conjunction with park building reservations, are allowed at El Nido, El Retiro, McMaster and Walteria Parks. If booking a bouncer, you are required to also book a picnic area. Please see the [Picnic Area](#) webpage.

CANCELLATIONS/CHANGES

Requests for cancellations, changes, and/or refunds must be submitted in writing no later than five (5) business days prior to the event and will incur a 20% administrative fee. If you paid by cash or check the refund process will begin within a few a days of your reservation date. A check will be mailed to you in six to eight weeks. If you paid for your reservation by credit card, a credit will be issued to your account within a few days of your reservation date, and a receipt will be mailed to you.

GENERAL POLICIES

- Amplified Sound (microphones, speakers, DJ's, bands, etc.) is not allowed in park buildings. Small radios/ Bluetooth are acceptable at a low volume.
- Caterers may drop off food. If cooking/ serving in the park they must obtain a Business License by calling 310-618-5923. All food service must take place within the area you reserved. Food trucks are not allowed. No exchange of money may take place in the park.
- No alcoholic beverages of any type are allowed on city parks or fields, or in any park facility (TMC 49.2.6). Smoking is prohibited at ALL city parks (TMC 49.2.11).
- Ponies/petting zoos are prohibited at ALL city parks (TMC 49.2.7) and all dogs must remain on leash (TMC 41.1.5).



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PARK BUILDING MEETING RENTAL APPLICATION

APPLICATION INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

Contact Number(s): Cell _____ Home _____

Organization (if applicable): _____ Non-Profit ID#: _____

Organization Address: _____ City: _____ Zip: _____

Alternate Contact: _____ Phone: _____

MEETING INFORMATION

Park Name: _____ Anticipated Headcount: _____

FOR ONE-TIME USE:

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

FOR CONTINUOUS DATES:

Start Date: _____ End Date: _____ Days of Week (circle): SUN MON TUES WED THU FRI SAT

Start Time: _____ End Time: _____ Any Skip Dates: _____

USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

- *Torrance Residents Only: I have included proof of residency. We can accept the following only: Driver's License, Car Registration, Car Insurance or Utility Bill (electric, water, gas or cable).
- For One Time Use: I have read, signed and attached the Damages, Overage & Improperly Incurred Expenses form with my credit card number so I can check out a key.
- For Long Term Use: I have included a \$25 key deposit to obtain a key OR have previously paid this deposit and am in possession of a key.
- For Long Term Use: I have included an insurance certificate naming the City of Torrance as additionally insured. For scout groups we have this on file.
- For Long Term Use: I need to purchase an insurance certificate for my group.

I, the undersigned, agree to comply with all facility Rules and Regulations and will maintain an acceptable standard of behavior.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Hours _____ x \$ _____	\$ _____	Proof of Residency (DL, Car Registration, etc.): _____
Key Deposit	\$ _____	Payment Method: CC Cash Check # _____
Insurance	\$ _____	Room Key: Paid Deposit CC on File
Other: _____	\$ _____	Key Out: _____ Key Return: _____
TOTAL FEES:	\$ _____	NOTES: _____

Approved Pending: _____ Denied: _____

Staff Signature: _____ Date: _____



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REQUEST TO PAY BY CREDIT CARD

PERMIT DELIVERY

Please choose one (1) option.

I would like my permit and receipt:

E-Mailed: _____

Mailed – Reservation date must be at least two (2) weeks in the future.
Please indicate address if different on reservation/application form:

CREDIT CARD INFORMATION

I hereby authorize use of my: Visa MasterCard
 Discover American Express

Print Name As It Appears on Card: _____

Credit Card Number: _____

Expiration Date Month: _____ Year: _____ CVV#: _____ Amount Authorized \$ _____

Signature: _____ Date: _____

A surcharge will be added to all credit and debit card transactions.

DAMAGES, OVERAGE AND IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool and rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to \$500.00 for any breach of contract.

I have read and understand Damages, Overage and Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: _____ Date: _____

Please include with a completed application to:

Facility Booking

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