



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 Party Fees & Policies form.

- LOCATION:** Our office is located at Torrance City Hall in the West Annex Building. The address is 3031 Torrance Blvd., Torrance, CA 90503. Please see the Contact Us page for further details about our location.
- HOURS:** The Facility Booking Office is open from 8am-5pm on Monday – Friday, however we are closed alternate Fridays. Please allow at least 15 minutes for your reservation. Applicants that arrive after 4:50pm will be required to leave their documents and we will process them the next business day.
- 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 Short-Term Cleaning Agreement.
 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



City of Torrance, Community Services Department
Park Building Party Reservation Application

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503
 Phone: 310-618-5982 Fax: 310-781-7598 E-Mail: FacilityBooking@TorranceCA.Gov

APPLICANT INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

Contact Number(s) _____ City: _____
 During the Day:

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W
C

H
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Organization (if applicable): _____

Organization Address: _____ City: _____ Zip: _____

Alternate Contact: _____ Phone: _____

PARTY INFORMATION

Park Name: _____

Date: _____ Day of Week (Circle): SAT SUN

Start Time: _____ End Time: _____ Anticipated Headcount: _____

Type of Event: Party/ Social Gathering Weekend Meeting Other: _____

Do you request any of the following add-ons?

<input type="checkbox"/> Picnic Area Fee determined by group size	Group Size: _____	El Nido, El Retiro, & Waleria Parks ONLY.		
<input type="checkbox"/> Bouncer Permit \$25 (+ \$10 elec.*)	Quantity: _____	El Nido, El Retiro, & Waleria Parks ONLY. Must book picnic area as well. The \$10 electricity permit is required at El Retiro & Waleria. At El Nido, must use a generator.		
<input type="checkbox"/> Ball Field \$15 per hour	Start Time: _____	End Time: _____	El Nido, La Romeria, McMaster & Waleria ONLY.	

USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

- I have included full payment for this reservation. The building fees can be found on the Park Building Party Policy.
- I have read, signed and attached the Damages, Overage & Improperly Incurred Expenses form with my credit card number OR I have included a refundable deposit by cash/check.
- I have read, signed and attached the Short-Term Facility User Agreement.
- Torrance Residents Only:* I have included proof of residency. We can accept the following only: Driver's License, Car Registration, Car Insurance or a Utility Bill (electric, water, gas or cable).
- I, the undersigned, agree to comply with all facility Rules and Regulations (see reverse side of this form) and will maintain an acceptable standard of behavior.

Applicant

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Hours _____ x \$ _____ \$	_____	Proof of Residency: _____
Staff Fee \$	_____	Payment Method: CC Cash Check # _____
Total of Add-Ons \$	_____	Incidentals Method: CC Cash Check # _____
Refundable Deposit \$	_____	NOTES: _____
Other: _____ \$	_____	
TOTAL FEES: \$	_____	

The above application is:

- Approved Pending: _____ Denied: _____
- John Jones, Community Services Director

Staff Signature: _____ Date: _____

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the renter to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages (TMC 49.2.6)
2. Smoking (TMC 49.2.11)
3. Use of tacks, nails, screws, etc.
4. Model airplanes, cars, and boats (TMC 49.2.7)
5. Golf (TMC 49.2.7)
6. Overnight camping (TMC 61.6.31).
7. Dogs without leashes (TMC 41.1.5).
8. Fireworks (TMC 45.6.27)
9. No feeding of birds/ animals (TMC 41.13.1)
10. Ponies, petting zoos and uncaged animals (TMC 49.2.7)
11. Dogs without leashes (TMC 41.1.5)

PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN ISSUED:

1. Youth group overnight camping (must be approved by the Director).
2. Advertisements, petitions, or solicitations (must be approved by the Director).
3. Electric-amplifying equipment or other sound-amplifying equipment (must indicate on this applications and apply at the Facility Booking office, a separate amplified sound permit must also be obtained and additional fees paid from the One-Stop Permit Center).
4. Parking and driving of cars on park grounds other than parking lots (must be approved by the Director).
5. Bouncers (must indicate on this applications and apply at the Facility Booking office).

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

1. Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The renter agrees to reimburse the Department for any equipment or supplies damaged or lost.
2. Be responsible for the behavior of all group members.
3. Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
4. Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
5. Observe all Department rules and regulations in addition to those listed on this permit.
6. Vacate the facility at the close of the reservation period.



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 Park Ranger will arrive at the designated start time. If they are running late, please call the emergency phone number at (310) 618-5641 and request a Park Ranger to be dispatched to the park.

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 park buildings. 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 reservation is for the park building only. Picnic areas may be available as a separate reservation depending on the park. Bouncers are only allowed with picnic reservations.
- Facility Users must be respectful of neighbors and other park patrons. Please keep volume to a minimum and obey all parking lot rules and traffic laws.

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 Watch Commander at (310) 618-5641. For all other questions, please contact Facility Booking at (310) 618-5982 (Monday – Friday, 8am – 5pm, closed alternating Fridays).

I understand and will comply with the above.

Date

Signature

