



City of Torrance - Community Services Department



Long-Term Facility Users

Arrival/ Departure

- Facility users may use the park building during permitted times only.
- All set-up and clean-up must be included in the time reserved.

Cleanliness

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

- Wipe down tables and chairs and return them to their original locations. Please bring a sponge, paper towels or cleaning wipes.
- Dispose of any food in the trash cans provided outdoors. Remove trash if you have created an excessive amount. Please bring extra trash bags if you plan to have a lot of trash.
- Leave the kitchen clean and remove all food/catering items.
- Wipe up spills on floors and sweep up crumbs. A broom will be available for use.
- If your group is involved in crafts or any other projects, please clean up all trash, paint, glue, etc. Supplies or craft projects may not be left in the building.
- Do not tape, glue, or affix decorations to the walls. Signage/memos may be posted on designated bulletin boards only (not available at all parks).
- Do not store items in the cabinets or drawers.
- Leave the building ready for the next group to use.

Security

- All windows and doors must be closed and securely locked.
- If you use the kitchen, be sure that the oven, burners and appliances are off and cool before leaving.
- Make sure all faucets are turned off. No drips.
- All lights and heating/cooling units must be turned off.

General Rules

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