



City of Torrance, Community Services Department
Park Building Meeting Reservation Policy

Park Building Rental:

Picnic Buildings are available for meeting rental at the following parks:

Park	Address	Capacity
Alta Loma Park	26126 Delos Drive, Torrance 90505	50
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, 90277	30
El Retiro Park	126 Vista Del Parque, Redondo Beach, 90278	100
Greenwood Park	1520 Greenwood Avenue, Torrance, 90503	25
La Romeria Park	19501 Inglewood Avenue, Torrance 90503	70
McMaster Park	3624 Artesia Boulevard, Torrance 90504	50
Sea Aire Park	22730 Lupine Drive, Torrance 90505	50
Sur La Brea Park	23610 Cabrillo Avenue, Torrance 90501	50
Walteria Park	3855 242 nd Street, Torrance, 90505	80

Meeting rooms are available from 6am – 10pm on weekdays and from 5 – 10pm on weekends.

Groups requesting weekends between 8am-5pm must follow the Park Building Party Reservation Policy regardless of event type. A “meeting” is considered a sit-down meeting of a group, club or organization. Sports/ dance/ exercise activities, classes, events charging admission and events open to the public are not allowed in park buildings. Social gatherings and parties are not allowed on weekdays or after 5pm on weekends and must follow the Park Building Party Reservation Policy.

Groups requesting single date meetings must apply a minimum of 5 days in advance. Torrance residents or resident organizations may reserve up to 9 months in advance, non-residents may reserve 2 months in advance.

Groups requesting long-term meeting dates may reserve for the current school year (September – August). All dates should be submitted at once. Minor changes may be made as the year progresses; all changes must be made a minimum of 5 days in advance. Renewal applications will be sent in July and are due by August to renew for the next year.

Making a Reservation:

1. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
2. E-Mail & Fax: Forms can be found at <http://www.torranceca.gov/21935.htm>.
3. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

Booking 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 and resident must be the same person and main point of contact.

Groups requesting the non-profit discount must provide their IRS issued 501 (c) 3 number which will be verified on the IRS website*.

All long-term groups are required to purchase or provide liability insurance*. The City of Torrance must be additionally insured on the policy. Please review [this attachment](#) for insurance requirements. If purchasing insurance, please contact the Facility Booking Office for a premium quote. Insurance is purchased by the calendar year.

* New troops from Boy Scouts of America & Girl Scouts of Greater Los Angeles do not need to provide the non-profit number or insurance since we already have this on file.

Park Building Fees

Resident Non-Profit	Non-Resident Non-Profit	Resident Private	Non-Resident Private
Fee Waived	\$35 per hour	\$35 per hour	\$45 per hour

All long-term groups must pay a \$25 key deposit. One-time groups may leave a credit card on file or pay the key deposit while they have the key checked out.

Long-term groups that must pay fees may enroll in monthly billing or pay the entire balance in advance. For monthly billing, an invoice will be e-mailed by the 15th of the month and is due, prior to use, by the 1st of the month.

Donations are not mandatory but will be accepted and a receipt provided. Payment must be made in person or by mailed check.

Service Projects

If your non-profit group is interested in giving back, please contact the Facility Booking Office. Past projects have included park clean-ups, landscape beautification & park bench painting. Waivers must be signed by each participant or parent/ guardian to participate.

General Policies:

Amplified Sound (microphones, speakers, DJ's, bands, etc.) are not allowed in park buildings. Small radios/ Mp3 players are acceptable at a low volume.

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 (Municipal Code Section 49.2.11).

The Facility Booking Cancellation Policy can be found online: www.TorranceCA.Gov/22220.htm