

THE ATTIC TEEN CENTER



City of Torrance, Recreation Division Facility Usage Rules and Regulations RENTAL OF THE MULTI-PURPOSE ROOM

1. Permission to use the Multi-Purpose Room should not in any way be construed as an endorsement by the City of Torrance of the policies, beliefs, or programs of the applicant.
2. Alcoholic beverages of any type are not allowed per Municipal Code 49.2.6.
3. Smoking is not permitted anywhere within **THE ATTIC** property, including the patio and parking lot per Municipal Code 45.15.2.
4. Amplified sound requires an approved sound permit.
5. Applicant/Group wishing to sell merchandise must provide the Facility Booking Office with a City of Torrance business license.
6. To qualify as a non-profit organization, an organization must be recognized by the California Franchise Tax Board and/or the Internal Revenue Service as a tax-exempt entity.
7. All reservations for the Multi-purpose room that require set-up, such as the use of the tables or chairs must be made at least 5 business days in advance. Such use will require additional fees.
8. An official contact person must meet with **THE ATTIC** staff before and after the activity times for an inspection of the condition of the facilities. This representative will be responsible for supervising the clean up of any area by their group.
9. Applicant agrees to leave the room in the condition in which they were found, accepts liability for any damages to the facility or equipment and will be billed for any damages and/or the amount will be deducted from the deposit.
10. All rental time reserved must include set-up and take-down time. **THE ATTIC** will only be available to the applicant/group during the hours reserved.
11. Applicant is responsible for keeping all guest within rented rooms only. Other rooms are off limits.
12. For any questions regarding reservations of **THE ATTIC** or obtaining a facility request for use form, please contact **THE ATTIC** Specialist, at (310) 782-8828.

I acknowledge that I have read the aforementioned information for rental of **THE ATTIC** Multi-Purpose Room and will abide by these rules and regulations.

Signature of Applicant

Date