

City of Los Angeles Department of Recreation and Parks
Sunland Senior Citizen's Center
8640 Fenwick Street, Sunland, CA 91040

Office Phone: (818) 353-9571 / Website: laparks.org/scc/sunland

SENIOR CENTER COMMUNITY ROOM PERMIT INFORMATION

The City has the following protocols for a Community Room Permit at Sunland Senior Citizen Center.

The following fees apply:

- **Hours of Operation:** Monday-Friday: 9:30a-4:00p / Saturday & Sunday: Closed
- **Staffing Fees** (when facility is closed): \$30 per hour + hourly room rate
 - a. Staff does not set up or break down.
- **Community Room Rates:**
 - a. 50 persons or less = \$25 per hour
 - b. 51-100 persons = \$40 per hour
 - c. 101+ persons = \$70 per hour
- **Refundable Deposit:** \$50 if 2 hours or less / \$100 if 3 hours or longer
 - a. Must leave facility in the same condition in which you received it to receive the refundable deposit back.
- **Use of facility kitchen:** \$75 per day
- **Use of utilities:** \$75 per day
- **Use of facility tables:** 9 or less tables \$100 / 10 or more tables \$125
- **Use of facility chairs:** 99 or less chairs \$75 / 100 or more chairs \$125
- **Social Gatherings with Refreshments:** \$25 per day
- **Moon Bounce fee:** \$25 per day (**Note:** Moon Bounce company **must** have current insurance endorsement forms on Kwikcomply.org website)

Important Information:

- No alcohol or smoking of any kind.
- No vendors allowed (such as taco trucks, petting zoos, magicians, ponies, etc.)
- No fighting or domestic disturbances allowed of any kind.
- **Leave No Trace** - Must return room just as received prior to your event.
- **Not adhering to any of these will result in losing your Refundable Deposit.**

For further information and/or questions please contact Facility Director.

Thank you,

Charles Garcia
Facility Director
Sunland Senior Citizens Center
Phone: (818) 353-9571