

RANCHO SANTA SUSANA COMMUNITY CENTER
5005-C Los Angeles Ave., Simi Valley, CA 93063 (805) 584-4456

PRIVATE PARTY GENERAL INFORMATION

1. Fire Department regulations have been used to determine room capacities. ANTICIPATED ATTENDANCE NUMBER and ROOM CAPACITIES **MUST** be strictly adhered to. Adults and children are included in attendance number. Party must be contained within rented rooms. Lobby and outside entry areas are for public access and must remain free of congestion. UNSUPERVISED children are not permitted out front, in the lobby area, or in non-reserved rooms.
2. The possession and/or consumption of alcoholic beverages is prohibited in the facility and on all Park District property. Absolutely no alcohol will be allowed unless a Park District Alcohol Permit has been issued with the Facility Use Permit.
3. All terms and conditions stated on the back of the Alcohol Permit will be strictly enforced. Alcoholic beverages may only be served during the time specified on the permit.
NO ALCOHOL IS PERMITTED PAST 10:00 PM.
4. The room(s) will not be available until the time indicated on the permit. **Decorating and preparation time is included in the reservation period.**
5. Recommended clean up time is one hour prior to end of rental period. All Clean Up Requirements must be met by the end time of the permit. Additional time will not be granted on the day of the event.
6. All items brought in by the event holder, rental company, caterer, etc., must be removed at the conclusion of the event.
7. **NO SMOKING** or open flames are allowed inside the building.
8. Individual who signed the contract or a designated representative must remain in attendance throughout the entire event.