

Veterans Memorial Complex Rental Operation Hours

Veterans Memorial Building:

Additional \$50 per hour Staffing Fee for any reservation before or after regular operation hours.

Monday through Thursday: 9:00am-12:00am
Friday & Saturday: 9:00am-1:00am
Sunday: 9:00am-12:00am

Culver City Teen Center:

There will be an additional \$50 per hour Staffing Fee for any reservation before or after regular operation hours.

Monday through Thursday: 9:00am-12:00pm / 7:30pm-12:00am
Friday: 9:00am-1:00pm / 7:30pm-1:00am
Saturday: 9:00am-1:00am
Sunday: 9:00am-12:00am

Culver City Senior Center:

Additional Staffing Fee may apply.

Monday through Thursday: 6:00pm-12:00am
Friday: 6:00pm-1:00am
Saturday: 9:00am-11:30am / 5:00pm-1:00am
Sunday: 9:00am-11:30am / 5:00pm-12:00am



Veterans Memorial Building



Culver City Teen Center



Culver City Senior Center

EQUIPMENT RENTALS (Flat Fees)

Easel	\$ 5	Grand Piano (Auditorium ONLY)	
Electrical Box	\$ 5	Non-Profit & Private	\$ 60 each
Podium	\$10	Commercial	\$120 each
Podium with Built-In Microphone	\$15	Baby Grand Piano (Rotunda & Lobby ONLY)	
TV Monitor/DVD/VCR/Blu-Ray Player	\$25	Non-Profit & Private	\$ 40
Projector	\$15	Commercial	\$ 80
Portable Screen	\$ 5	Upright Piano	
Large Portable Whiteboard (4'x6')	\$10	Non-Profit & Private	\$ 20
Small Portable Whiteboard (2.5'x3')	\$ 5	Commercial	\$ 40
Portable Mirrors	\$10 each	Sound System/ PA System with One Microphone	
Risers		Non-Profit & Private	\$ 30
Non-Profit & Private	\$20 each	Commercial	\$ 60
Commercial	\$40 each	Additional Microphones	
Acoustic Shells		Non-Profit & Private	\$ 5 each
Non-Profit & Private	\$20 each	Commercial	\$ 10 each
Commercial	\$40 each	Reserved Parking Spaces	
		Non-Profit & Private	\$ 5 per space
		Commercial	\$ 8 per space

Additional locations and equipment at VMC facilities are subject to other rental fees and charges.

ATTACHMENT 2



VETERANS MEMORIAL COMPLEX RENTALS

Parks, Recreation & Community Services Department



Veterans Memorial Building

Veterans Memorial Complex

Veterans Memorial Building • Culver City Teen Center • Culver City Senior Center

4117 Overland Avenue
Culver City, CA 90230
(310) 253-6625

vmc.booking@culvercity.org
www.culvercity.org



Veterans Memorial Complex

The Veterans Memorial Complex, owned and operated by the City of Culver City, includes rental facilities at Veterans Memorial Building, Culver City Teen Center and Culver City Senior Center. The facilities regularly accommodate community meetings, private parties, exhibitions, classes, workshops, conferences, film shoots, rehearsals and performances as well as other gatherings. Room photographs and layouts may be viewed on the City’s website at www.culvercity.org. Booking inquiries and appointments are available by contacting rental staff at vmc.booking@culvercity.org or (310) 253-6625. The VMC Rental Office is in Veterans Memorial Building and is open for appointments from 11:00am to 6:00pm Tuesdays through Fridays.

ROOM CAPACITIES

Veterans Memorial Building and Culver City Teen Center

Room Name	Theatre	Classroom	Conference	Banquet 8' Rectangular Tables (no dance floor)	Banquet 60" Round Tables (no dance floor)	Banquet w/ room for dancing
Auditorium	1500	350	100	500	420	350
Room A	30	16	16	N/A	N/A	N/A
Room B	20	12	12	N/A	N/A	N/A
Room C	30	16	16	N/A	N/A	N/A
Rotunda Room	175	80	48	120	100	100
Garden Room	150	60	48	100	100	100
Kaizuka Room	40	24	24	40	30	N/A
Uruapan Room	50	28	24	40	30	N/A
Yanji City	30	16	16	20	20	N/A
Iksan Room	40	28	24	40	30	N/A
Yanji/Iksan Combined	80	44	48	70	60	N/A
Multipurpose Room	120	64	48	100	100	100
Room 2	20	16	12	N/A	N/A	N/A
Room 3	50	32	24	N/A	N/A	N/A
Teen Center	250	160	48	250	200	200
Room 1	50	30	24	40	24	N/A

Culver City Senior Center

Room Name	Theatre	Classroom	Conference	Banquet 8' Rectangular Tables (no dance floor)	Banquet 60" Round Tables (no dance floor)	Banquet w/ room for dancing
Dining Room	150	72	60	140	140	96
Assembly Room B45	70	54	40	70	70	N/A
Assembly Room B47	70	54	40	70	70	N/A
Combined Dining & B Rooms with Rectangular Tables						145
Activity Room C71	30	16	16	N/A	30	N/A
Activity Room C73	30	16	16	N/A	30	N/A
Activity Room C75	30	16	16	N/A	30	N/A
Activity Room C77	30	16	16	N/A	30	N/A
Combined C Rooms with Rectangular Tables						85
Conference Room	N/A	N/A	25	N/A	N/A	N/A
Crafts Room	N/A	35	N/A	N/A	N/A	N/A

HOURLY ROOM RENTAL RATES
Veterans Memorial Building and Culver City Teen Center

Room	Category B	Category C	Category D	Category E	Category F	Category G	Damage Deposit	Food Fee
Auditorium	\$165.00	\$229.00	\$236.00	\$263.00	\$296.00	\$329.00	\$500.00	\$100.00
Room “A”	\$8.00	\$12.00	\$13.00	\$14.00	\$19.00	\$22.00	\$50.00	\$10.00
Room “B”	\$8.00	\$12.00	\$13.00	\$14.00	\$19.00	\$22.00	\$50.00	\$10.00
Room “C”	\$8.00	\$12.00	\$13.00	\$14.00	\$19.00	\$22.00	\$50.00	\$10.00
Rotunda	\$33.00	\$48.00	\$76.00	\$84.00	\$109.00	\$122.00	\$300.00	\$25.00
Garden	\$23.00	\$33.00	\$62.00	\$68.00	\$96.00	\$107.00	\$300.00	\$25.00
Kaizuka	\$10.00	\$15.00	\$30.00	\$33.00	\$45.00	\$50.00	\$100.00	\$15.00
Uruapan	\$10.00	\$15.00	\$30.00	\$33.00	\$45.00	\$50.00	\$100.00	\$15.00
Yanji	\$9.00	\$13.00	\$16.00	\$19.00	\$22.00	\$24.00	\$50.00	\$15.00
Iksan	\$11.00	\$16.00	\$23.00	\$26.00	\$30.00	\$33.00	\$50.00	\$15.00
Multipurpose	\$25.00	\$35.00	\$52.00	\$58.00	\$65.00	\$72.00	\$300.00	\$25.00
Classroom 2	\$9.00	\$13.00	\$16.00	\$19.00	\$22.00	\$24.00	\$50.00	\$15.00
Classroom 3	\$11.00	\$16.00	\$23.00	\$26.00	\$30.00	\$33.00	\$50.00	\$15.00
Teen Center	\$54.00	\$77.00	\$93.00	\$103.00	\$116.00	\$129.00	\$400.00	\$100.00
Classroom 1	\$10.00	\$14.00	\$23.00	\$25.00	\$39.00	\$43.00	\$50.00	\$15.00

Culver City Senior Center

Room	Category B	Category C	Category D	Category E	Category F	Category G	Damage Deposit	Food Fee
Dining Room	\$78.00	\$86.00	\$109.00	\$121.00	\$129.00	\$143.00	\$100.00	\$25.00
B45	\$62.00	\$68.00	\$82.00	\$91.00	\$103.00	\$114.00	\$100.00	\$15.00
B47	\$62.00	\$68.00	\$82.00	\$91.00	\$103.00	\$114.00	\$100.00	\$15.00
C71	\$16.00	\$17.00	\$21.00	\$23.00	\$26.00	\$29.00	\$50.00	\$15.00
C73	\$17.00	\$22.00	\$28.00	\$31.00	\$55.00	\$61.00	\$50.00	\$15.00
C75	\$17.00	\$22.00	\$28.00	\$31.00	\$55.00	\$61.00	\$50.00	\$15.00
C77	\$16.00	\$17.00	\$21.00	\$23.00	\$26.00	\$29.00	\$50.00	\$15.00
Conference	\$8.00	\$12.00	\$13.00	\$14.00	\$19.00	\$22.00	\$50.00	\$15.00
Crafts	\$10.00	\$14.00	\$23.00	\$25.00	\$39.00	\$43.00	\$50.00	\$15.00

RENTAL CATEGORY

- Category B:

“Non-Profit, Resident/Government,” shall mean any 501(c)(3) Non-Profit Organization that is headquartered in the City of Culver City. Culver City 501(c)(3) Non-Profit Organization, annually, shall submit a copy of its most current IRS Form 990 (no older than 2 years) to be placed on file with the PRCS Department as well as its General Liability Insurance with corresponding Culver City headquarters address.
- Category C:

“Non-Profit, Non-Resident” shall mean any 501(c)(3) Non-Profit Organization that is not headquartered in the City of Culver City. Non-Resident 501(c)(3) Non-Profit Organization, annually, shall submit a copy of its most current IRS Form 990 (no older than 2 years) to be placed on file with the PRCS Department as well as its General Liability Insurance with corresponding headquarters address.
- Category D:

“Private Party, Resident” shall mean any City of Culver City resident holding a private gathering. To qualify as a resident, renter shall submit a copy of his/her most current utility bill (no older than 2 months) and provide a secondary proof of residency with photo identification. Private Parties are events organized by invitation only, and no admission is charged, no public marketing has occurred, no business or services are being provided.
- Category E:

“Private Party, Non-Resident” shall mean anyone residing outside of the City of Culver City holding a private event. Private Parties are events organized by invitation only, and no admission is charged, no public marketing has occurred, no business or services are being provided.
- Category F:

“Commercial, Resident,” shall mean any business headquartered in the City of Culver City or any person or group that does not qualify under Categories A-E whether for monetary gain or not. To qualify as "Commercial, Resident", renter shall submit a copy of his/her valid Culver City Business Tax Certificate. Any person or group in this category shall prove residency using any method found in Category B or D. Any person, group or business in this category shall submit General Liability Insurance with a corresponding Culver City address.
- Category G:

“Commercial, Non-Resident,” shall mean any business not headquartered in the City of Culver City or any person or group that does not qualify under Categories A-E, whether for monetary gain or not and is not a resident of the City of Culver City. Anyone person, group or business in this category shall submit their General Liability Insurance. Commercial renters are required to obtain a Culver City Business Tax Certificates if they are charging admission for classes, presentations, or special events.