



LOS ANGELES DEPARTMENT OF WATER AND POWER  
CRENSHAW CUSTOMER SERVICE CENTER – COMMUNITY ROOM  
4030 Crenshaw Blvd.  
Los Angeles, CA 90008

### **Rules and Regulations for Use of Crenshaw Community Room**

#### **Request Process:**

- LADWP's Crenshaw Community Room is available six (6) days a week. It is not available on Sundays and holidays. It is available to LADWP groups and non-profit groups (*proof of non-profit status is required before the reservation can be completed*).

#### **Hours of Operation:**

Monday – Friday: 9:00am - 7:30pm  
Saturday: 9:00am - 5:00pm

- To schedule a meeting, please submit application and agreement forms via email to [CrenshawCommunityRoom@ladwp.com](mailto:CrenshawCommunityRoom@ladwp.com). A minimum of three (3) weeks in advance is required for reservations. Requests will be handled on a first-come, first-served basis. Scheduled changes will be accommodated only if the requested date and time is available.

#### **Reservation priority will be given in the following order:**

- (1) Los Angeles Department of Water and Power groups
- (2) Community groups within the LADWP service territory
- (3) Community groups outside the LADWP service territory

#### **Cancellation Process:**

- Meeting cancellations should be reported to [CrenshawCommunityRoom@ladwp.com](mailto:CrenshawCommunityRoom@ladwp.com) at least 2 business days prior to the meeting date.

*Note: Groups that fail to follow this protocol twice will be permanently dropped from the reservations roster, and any reservations on the calendar will be canceled.*

**Misc. Info:**

- The Crenshaw Community Room is available to groups for a maximum of 1 booking per month.
- When using the Community Room, meetings must end at the designated hour regardless of start time. The earliest the auditorium will be available is 9:00 a.m.
- Masks and social distancing to prevent the spread of Covid-19 are encouraged but not required during your meeting.
- LADWP staffing will open and close the Community Room but will not remain on the premises during meetings. Each group is responsible for leaving the community room in a condition suitable for use by the next group using the room.
- The maximum capacity is 100 people.
- Groups wishing to bring refreshments may do so; however, groups are responsible for preparation and clean up.  
**Note: Cleaning fees may be asked for cleaning of spills and carpet stains.**
- Groups are responsible for bagging all trash placing the bags on the patio area. Extra trash bags can be found in the bottom of the large trash cans.
- All groups are responsible for bringing their own AV equipment, if needed. Note: There is a projector screen available with the room reservation.
- Overnight or long-term parking in the lot is not permitted. All attendees must vacate the community room and the parking lot before 8PM. **Note: Cars remaining in the lot after the permitted times may be towed.**
- Non-LADWP groups will assume full liability for injuries and/or accidents if such event occurs.

**Failure to comply with any of the above-stated rules and regulations will result in your group being permanently dropped from the reservation roster.**