

City of Covina  
Parks & Recreation Department



# INDOOR FACILITY RENTALS

Facility Guide





# Cougar Park Community Center - 150 W. Puente Street

## Facility Rates

	<b>Resident</b>	<b>Non-Resident</b>
<b>Security Deposit</b>	\$300	\$300
<b>Setup/Cleanup Fee</b>	\$100	\$100
<b>Hourly Rate</b>	\$150	\$175

Fees include tables and chairs.

## Facility Overview

**Capacity:** 60 Dining 40 Dining and Dancing

This facility is the perfect venue for small gatherings such as, children's birthday parties, baby showers, and more. Facility amenities include access to back patio, storage area and refrigerator access, sink, drinking fountain and private restrooms. Two friendly Parks & Recreation staff members will be onsite to maintain facility and attend to all your rental needs. This facility is located next to the Cougar Park playground and splash pad. (Splashpad is seasonal and not included as part of the facility rental.)



# Senior and Community Center - 815 N. Barranca Avenue

## Facility Rates

	<b>Resident</b>	<b>Non-Resident</b>
<b>Security Deposit</b>	\$400	\$400
<b>Setup/Cleanup Fee</b>	\$140	\$140
<b>Hourly Rate</b>	\$225	\$300

Fees include tables and chairs.

## Facility Overview

**Capacity:** 144 Dining 126 Dining and Dancing

The Senior and Community Center is the largest and newest facility that the department has to offer. This venue is perfect for wedding receptions, anniversary parties, a sweet 16, celebrations of life, and more. Facility amenities include access to patio and private restrooms. Two friendly Parks & Recreation staff members will be onsite to maintain facility and attend to all your rental needs. Please note that linens are not provided.



# Recreation Hall - 340 N. Valencia Place (Covina Park)

## Facility Rates

	<b>Resident</b>	<b>Non-Resident</b>
<b>Security Deposit</b>	\$300	\$300
<b>Setup/Cleanup Fee</b>	\$100	\$100
<b>Hourly Rate</b>	\$150	\$175

Fees include tables and chairs.

## Facility Overview

**Capacity:** 100 Dining 80 Dining and Dancing

This facility is a great venue for birthday parties, baby showers and celebrations of life. This venue is in close proximity to the newly renovated Covina Park playground. This charming vintage style hall is a great choice to celebrate any occasion. Facility amenities include access to prep kitchen (sink, refrigerator and counter space) and private restrooms, Two friendly Parks & Recreation staff members will be onsite to maintain facility and attend to all your rental needs.

# RENTAL INFORMATION

- Applications must be submitted at least 45 days in advance of requested rental date, but no earlier than 6 months prior.
- All security deposits are fully refundable pending no damage to facility or violation of rental policies.
- Alcohol is NOT permitted at any City of Covina park or facility.
- Food caterers are permitted with prior approval by the Parks & Recreation Department, this includes "taco man" type services. Food trucks are NOT permitted.
- Catering or commercial kitchens are NOT available at any City facility.
- Tables and chairs are included in the rental fee.
- Jumpers and other inflatables are NOT permitted.
- Submission of application does not automatically grant approval.
- Facility viewings are by appointment only. You may schedule an appointment by emailing [rentals@covinaca.gov](mailto:rentals@covinaca.gov).



For more information, call the Parks & Recreation Department at (626) 384-5340  
or visit [www.covinaca.gov/parksrec](http://www.covinaca.gov/parksrec)

