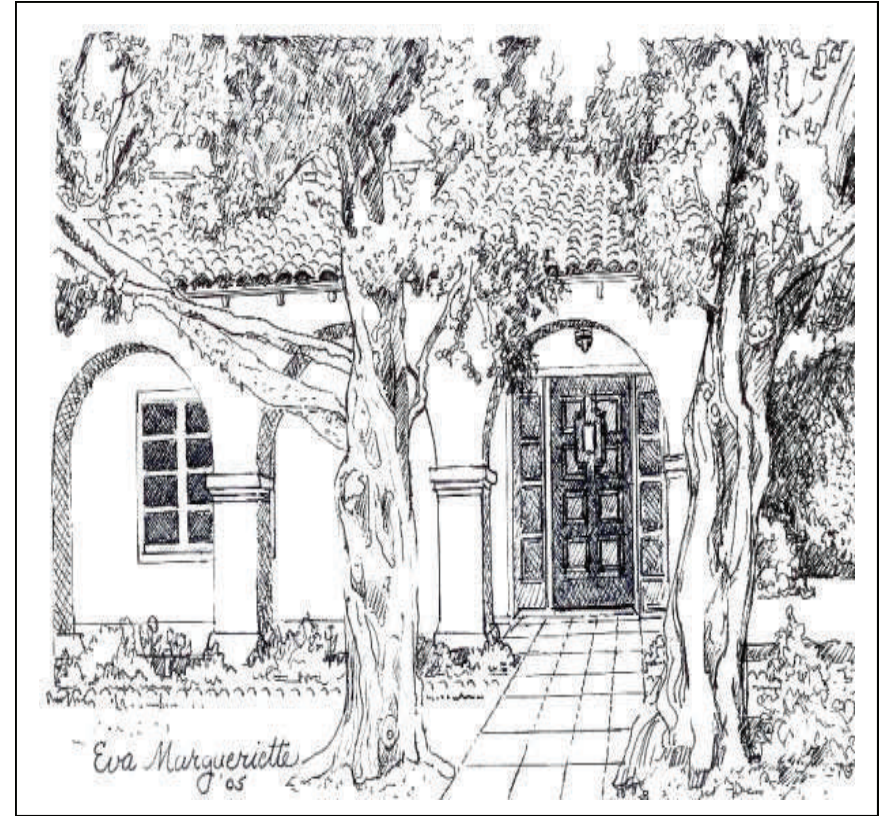


FACILITY GUIDELINES: PROCESS & PROCEDURES FOR USE

1. A copy of the approved application will be mailed to the user group.
2. A staff person will be assigned to your event to assist with set up and clean up.
3. Parking is available in any of the public parking areas. The parking lot directly north of the Thurnher House will be open until 10:00 p.m. Other parking lots will be closed at dusk. Please notify your participants of these restrictions.
4. There is no access to the park from this facility.
5. Activity in the building is limited to meetings, lectures, and passive classes or activities.
6. No smoking is allowed on the premises.
7. Kitchen use is limited to heating and serving refreshments.
8. Please leave the facility in the condition it was received.
9. The City is not responsible for property left in/ on premises.
10. Wall exhibits/ displays are for viewing only and should be treated with the utmost respect.



Thurnher House
Application for Facility Use
1485 Virginia Road
San Marino, CA 91108

THE THURNHER HOUSE

An Inviting Gathering Place for the Community

The newly-renovated, historical Thurnher House is now available for community gatherings. Located at the front entrance of beautiful Lacy Park (1485 Virginia Road), the Thurnher House is an ideal location to hold special events and meetings. The house offers visitors a warm and cozy setting enhanced by Spanish-style architecture, classic archways and inviting park surroundings.

The Thurnher House can accommodate gatherings of up to 20 people. The facility offers a large conference room featuring a working fireplace, and furnished with a conference table that seats up to 20 people. Also available for use is a small meeting room that seats up to eight people. An adjacent kitchen offers users a convenient place to heat and serve refreshments. The history of Lacy Park comes alive inside the Thurnher House, as depicted on the walls throughout the facility

Meeting rooms are available at no charge to all San Marino community groups. The City is able to provide this service thanks to monies provided by County of Los Angeles Proposition A funds and City of San Marino General Funds. The rooms are not available for private functions. To reserve a meeting room, please complete a Facility Use Application and return it to the Recreation Department.

**City of San Marino
Recreation Department
1560 Pasqualito Drive
San Marino, CA 91108
(626) 403-2200**

APPLICATION

Thurnher House Application for Facility Use

Purpose of Event: _____

Date of Event: _____

Time of Event: _____

Contact Name: _____

Contact Phone: _____

Contact E-Mail: _____

Contact Address: _____

FACILITY INFORMATION

NUMBER OF TABLES: _____

NUMBER OF CHAIRS: _____

MAIN ROOM OR SMALL ROOM

KITCHEN? YES NO