

City of San Dimas  
**Stanley Plummer  
 Community Building**

245 E. Bonita Ave.  
 San Dimas, CA

**Rental Information**



San Dimas  
 Parks & Recreation Department  
 (909) 394-6230



**Parks & Recreation Department**  
 245 East Bonita Ave.  
 San Dimas, CA 91773

FEES	DEPOSIT			RENTAL RATE/HR		
	Res NP	Res	Non-Res	Res NP	Res	Non-Res
FULL ROOM	\$300	\$500	\$500	\$100	\$125	\$150
FRONT 1/2	\$300	\$500	\$500	\$75	\$100	\$125
BACK 1/2	\$300	\$500	\$500	\$75	\$100	\$125
FRONT 1/3	\$300	\$500	\$500	\$50	\$75	\$100
REAR NORTH, SOUTH + MEETING	\$100	\$200	\$200	\$50	\$75	\$100
REAR NORTH + SOUTH	\$100	\$200	\$200	\$30	\$60	\$85
REAR SOUTH + MEETING	\$100	\$200	\$200	\$30	\$60	\$85
REAR NORTH	\$100	\$200	\$200	\$25	\$50	\$75
MEETING ROOM	\$100	\$100	\$100	\$25	\$50	\$75
CIVIC CENTER PLAZA	included	with full CB rental		incl	\$15	\$30

**For more information:**  
 City of San Dimas  
 Parks & Recreation  
 (909) 394-6230  
[www.cityofсандimas.com](http://www.cityofсандimas.com)  
 M-Th 7:30am-5:30pm, F 8am-5pm

The complete Rental Policy and Information Guide is available at the City of San Dimas Parks and Recreation Department or on-line at [www.cityofсандimas.com](http://www.cityofсандimas.com)

NP = Non-Profit groups with proper certification  
 \* Additional Fees Apply for Liability Insurance

# Community Building

The Stanley Plummer Community Building may be reserved for private or non-profit functions. The facility is available to residents and non-residents of San Dimas.

## Frequently Asked Questions

**How many people does the Community Building hold?**

	Banquet	Audience
FULL ROOM	350	564
FRONT 1/2	250	390
BACK 1/2	152	250
FRONT 1/3	96	160
REAR NO, SO + MEETING	125	170
REAR NORTH + SOUTH	60	150
REAR SOUTH + MEETING	48	75
REAR NORTH	40	60
MEETING ROOM	20	30

**When can I reserve the Community Building for my activity?**

Residents - 15 days - 9 months before event  
Non-residents - 15 days - 6 months before event

**Is there a deposit required to reserve the building?** A \$100-\$500 cleaning /damage deposit must accompany your reservation application. Fee is based upon which room you are reserving.

**When is the balance due?** Facility reservations are subject to cancellation if fees are not paid fifteen days prior to events.



**Can I reserve the building by telephone or on-line?**

No. You must call the Parks and Recreation Department at City Hall to check availability, then make an appointment to see the facility, complete the paperwork and pay your deposit.

**What do I need to bring with me to reserve the Community Building?** You will need your current California Driver's License and proof of residency, if appropriate. A utility bill dated within the last 30 days showing your name and address in San Dimas is required for all resident reservations along with deposit.

**How can payment be made?** By cash, check or credit card (Amex, Visa, MC).

**Does the Community Building have a kitchen?**

The Community Building has a kitchen that is included in the price of your rental if reserving the:

- Full Building
- Front 1/2 of building
- Back 1/2 of building

**Are tables and chairs provided?**

Yes. Tables and chairs are provided for all spaces in the Community Building.

**Are alcoholic beverages and smoking allowed?** The use of alcoholic beverages is allowed at the Community Building upon the approval of the Director of Parks and Recreation. A meal must be served if alcohol is served. Alcoholic beverages may be sold only by a person possessing a current, valid license from the Alcohol Beverage Control Board. No one under the age of 21 is permitted to consume or serve alcoholic beverages. Smoking is not permitted in the Community Building.

**What hours am I able to use the Community Building?** You may rent the Community Building for use during the hours of 8:00 a.m. until 1:00 a.m. Please note that you pay for each hour you use, including any decorating time and clean-up time. **All activities, including clean-up, must conclude by 1:00 a.m.**

**What kind of decorations are allowed?** Decorations must be of flameproof material. Decorations must be removed immediately after the event. No nails, tacks, staples or other materials considered harmful or defacing to the building or furnishings will be permitted. Only blue painters tape is allowed for placing decorations.

**What if I have to cancel my party?** The following cancellation fees will be charged:  
90+ days prior—\$20 from deposit  
60-90 days prior - \$50 or 50% deposit - whichever is less  
31-59 days prior - \$100 or full deposit - whichever is less  
30 days or less – Full Deposit

