

Board & Staff Retreat Venues

San Fernando Valley nonprofits sometimes need a no-cost or low-cost venue for a Board or staff retreat, or for a staff or volunteer education program they want to conduct off-site. VNR offers the following suggestions for possible venues. We do not in any way endorse any of these venues, nor have we verified information presented about them, which comes from public sources such as the internet. This is just a place to start.

Fire Station 89

7063 Laurel Canyon Boulevard

Los Angeles, CA 91605

Contact: Ask for current Captain (changes frequently)

(818) 756-8689

Email: None

Website: www.lafd.org/fire-stations/station-89

Station 89's community room is open to the entire community. To reserve the room, call the business telephone line and ask to speak with the captain on duty to make sure the date and times you would like to reserve are available (two months in advance is ideal). The room's capacity is 50-60 people and the parking lot can fit about that many vehicles when organized properly. There is no charge to reserve the community room.

Guide Dogs of America

13445 Glenoaks Boulevard

Sylmar, CA 91342

Contact: Yvette Sheehan

(818) 833-6421

Email: YRSheehan@GuideDogsofAmerica.org

Website: www.GuideDogsofAmerica.org

Guide Dogs of America has varying sizes of rooms depending on the number of people and of course, room setup. The Admin Conference Room holds 4 - 8 individuals (one center conference table, internet monitor for presentation), the Dorm Conference Room holds 10 - 16 individuals (room setup flexible, internet monitor for presentation), the VEC Board Room holds 10 - 16 individuals (one center conference table, internet monitor for presentation), and the VEC Auditorium holds 50 - 200 individuals (room setup flexible, dual monitors, speakers, microphones, etc.). A donation (\$1000 is recommended) is required to utilize the large conference room. Small donations are required for smaller rooms - inquire for details.

Holy Spirit Retreat Center

4316 Lanai Road

Encino, CA 91436

Contact: Debbie DeCaro

(818) 285-3370

Email: officemanager@hsrcenter.com

Website: www.hsrcenter.com

Holy Spirit Retreat Center is an interfaith Retreat Center offering an array of day and weekend classes, groups, and retreats. The Center's 7-acre campus with many trees and walkways gives

it the feel of being out in the country, even though it is just a few minutes from the Ventura Freeway. The Center also rents the facility to outside groups to hold their own retreats. There are four meeting rooms which vary in size, with the 2 smaller rooms accommodating 10-30 people, and the 2 larger rooms accommodating up to 100 people. The facilities also include a large chapel and small meditation chapel. Pricing varies based on the number of participants and the length of the meeting/retreat. The cost does include one designated meeting room. Additional meeting rooms, if available, can be booked for an additional fee.

MEND

10641 N. San Fernando Rd.

Pacoima, CA 91331

Contact: Jenny Gutierrez

(818) 686-7322

Email: janet@mendpoverty.org

Website: <http://mendpoverty.org/contact/meeting-space-rental>

MEND offers its facilities to outside groups for meetings and conferences. Rooms available range from a small meeting room for 20 people up to a large central conference space for up to 300. There is a charge for MEND space; for more information, inquire with Jenny Gutierrez.

Pacoima City Hall

13520 Van Nuys Boulevard

Pacoima, CA 91331

Contact: Elly Alvarez

(818) 485-0600

Email: elly.alvarez@lacity.org

Pacoima City Hall has two large meeting rooms available to the public, each with a capacity of 60 to 70. Two conference rooms are also available, both of which can hold ten people. Availability is on a first come, first served basis and all rooms are free of charge.

Zev Yaroslavsky Family Support Center

7555 Van Nuys Boulevard

Van Nuys, CA 91405

Contact: Jessica Orellana

(818) 901-3831

Email: Jorellana@bos.lacounty.gov

The Center's community rooms are available to the public Monday thru Friday from 8:30am-5:00pm. There are two rooms with a capacity of 100 and two small rooms with a capacity of 12-15. Rooms must be reserved 2-3 months in advance due to high community and County demands. Rooms are free to community nonprofits.

Suggestions for Additional Venues

Los Angeles Public Library - Various Locations

Website: www.lapl.org/facility-rentals

The Los Angeles Public Library has facilities and meeting rooms available for public use in all of its San Fernando Valley branches. Facilities and meeting rooms must be reserved in advance and an application must be completed. Branch library meeting rooms accommodate groups from the maximum of 40 to 100, depending on the library. Branch Library meeting room fees are \$250.00 for a four hour-period. Branch Library parking lot fees are \$300. Fees for the entire

Branch Library are \$1,500.

Los Angeles Neighborhood Councils - Various Locations

(818) 374-9898

Email: webmaster@EmpowerLA.org

Website: <http://empowerla.org/councils/>

Neighborhood Councils are comprised of citizens representing different interests and needs in the community, who provide input to the City of Los Angeles. Many councils have access to meeting rooms that are available to the community. For more information about the individual Councils, including their website addresses, meeting dates and times, events, and opportunities for involvement, please visit the Los Angeles Department of Neighborhood Empowerment. Some locations require a small fee for meeting room reservations, while others are free of charge; please call to inquire.

Banks

The local branch offices of many banks have meeting rooms that can be used by nonprofits. The branch manager can be approached for access to these rooms, which are typically cost-free. It may be easier to arrange such a use if the nonprofit (or a Board member or staff person) has an account with the bank.

Churches

Many churches have community rooms that are available, often without charge, for use by local nonprofits. It may be easier to arrange such a use if a Board member or a staff person is a member of the congregation.

City Buildings in Glendale, Burbank, San Fernando

City-owned buildings in these three incorporated cities of the San Fernando Valley may have meeting rooms that can be used by nonprofits, usually without charge. It may be easier to arrange such a use through the office of an elected official in these cities.

City Council, County Supervisor, State Assembly, State Senate Members

Offices of local elected officials at all levels typically have meeting rooms available for their constituents - for contact information, see elected officials list on the VNR website in the Community Voice section. Typically the nonprofit will need to be located in the district covered by the elected official.

April 2019