|  |  |
| --- | --- |
| **Date**  | **Thursday, February 13, 2025** |
|  |  |
| **City**  | Simi Valley |
| **County** | Ventura |
|  |  |
| **Event Time**  | 7:00 – 8:00 PM |
| **Rental Time** | 6:00 – 9:00 PM (3 hrs) |
|  |  |
| **Contact Person** | Matt Mason (Recreation Program Specialist) |
| **Contact Email**  | mattm@rsrpd.us |
| **Contact Phone** | 805-584-4456 |
|  |  |
| **Facility Name** | Rancho Santa Susana Community Center, Multipurpose Room B |
| **Facility Address** | 5005-C Los Angeles Ave, Simi Valley, CA 93065 |
|  |  |
| **Facility Capacity (with Chairs/tables)** | 85 classroom style 15 theatre seats |
| **Chairs Provided?** | Yes, they will set up |
| **Tables Provided?** | Yes, they will set up |
| **Wheelchair accessible?** |  |
| **Microphone / Audio Equipment?** | Yes, microphone and pulldown screen, access card hookup for laptop or projectorBought a portable PA system 7/22/24 |
| **Projector available?** | No |
| **Projection screen?** | Yes  |
|  |  |
| **Can we bring in water, coffee and/or snacks?** | Yes  |
|  |  |
| **Parking Info** | Free onsite parking lot |
|  |  |
| **Rental Fees** | $N/A |
| **Deposit (if applicable)** | $0 |
| **Other Costs** | $N/A |
| **Total Rental Cost** | $213 |
|  |  |
| **Contract Signed & Provided to Vendor?***(Provide date/details)* | Yes, signed and submitted 1/2/2025 |
| **Deposit and/or Full Payment Provided?***(Provided date/details)* | PendingPending |
| **Certificate of Insurance Provided?***(Provide date/details if applicable)* | Pending |
|  |  |
| **Setup Info***(Provide details about any setup that we need to do, if applicable)* | Facility will set up tables and chairs classroom size |
|  |  |
| **Other Information** |  |
|  |  |
|  |  |

# Participants/Resource Providers

## Translation Services

|  |  |
| --- | --- |
| LANGUAGE | INTERPRETER |
| Spanish | Michelle Blanchard |
| ASL | Joryn Elowen |
| Tagalog |  |

* 10 remote headsets for the public
* 2 transmitters for the Tagalog and Spanish languages

Contacts:

Samara Jimenez
Interpreting Services Manager
Reliable Translations, Inc.
732-236-9762

Mercedes

(818) 251-0545. I will keep an eye out for any communications at that time of the event. I am on the East Coast so if for any reason it is late, please do not hesitate to reach out to Mercedes as well.

Please let me know if you need anything else, thank you!

Samara Jimenez

Interpreting Services Manager

Reliable Translations, Inc.

“We Speak Your Language”

121 W. Lexington Dr. Ste L106D

Glendale, CA 91203

samaraj@rtitran.com

www.ReliableTranslations.com

## Lenders/Realtors attending

**Tony Falbo**

Licensed Mortgage Professional

Homeowners Financial Group

C (707) 326-7353

**Jacie Casteel**

Senior Loan Officer & Branch Manager

Sterling Mortgage

P: 707.263.5142

**Janice Hodges**

Realtor

The Hodges Real Estate Group

thehodgesrealestategroup@gmail.com