



EVENT & MEETING SPACE

The Hub is a shared community space designed to support Los Angeles wildfires recovery by bringing residents and partners together for meetings, trainings, support groups, and resource navigation.

Who Can Use the Space

The Hub prioritizes community-based organizations, nonprofits, public agencies, and groups providing services to wildfire-impacted communities. All events must align with our recovery and community well-being mission.

How to Request Space

1. Complete and submit [Event & Meeting Request Form](#) (please include setup and breakdown time in requests)
2. Receive an automatic confirmation that your request was received
3. Our team will review and follow up regarding availability
4. Your event is not confirmed until you receive a confirmation email

Submit requests 5-7 business days in advance. Requests submitted within 48 hours may not be accommodated.

One-Time Requirements

Before hosting your first event, organizations must have the following on file:

- Facilities Use Agreement
- Code of Conduct

These do not need resubmission for future events.

Types of Events We Host

Workshops and trainings, resource navigation and office hours, support groups and community gatherings, informational sessions (legal, insurance, rebuilding, etc.)

What We Provide

Depending on availability, The Hub can provide:

- Meeting and event space
- Tables and chairs
- Basic AV support (screen/monitor, Wi-Fi)
- Staffed, welcoming environment
- Optional brief resource sharing by The Hub staff

Host Responsibilities

To help keep the space running smoothly, we ask all hosts to:

- Start and end on time (including setup and breakdown)
- Respect shared spaces
- Return the room to its original condition
- Remove all materials and dispose of trash
- Communicate any changes in advance

Guidelines

- Events must be free and accessible
- No sales, solicitation, or promotion of paid services
- All activities must align with the Hub's mission and values
- Hosts are responsible for attendees' conduct

We reserve the right to decline or cancel misaligned events

Scheduling & Confirmation

- Recurring events are scheduled on a rolling basis, subject to availability
- You'll receive a confirmation email with details
- Reminder email sent the week of your event
- The Hub is dog friendly. Please notify guests with allergies.
- For cancellations or changes, notify us as soon as possible so we can open the space to others



The Hub

2333 Lake Ave. Suite 2A
Altadena, CA 91001

thehub@coreresponse.org

OUR COMMITMENT: The Hub is a place for connection, support, and rebuilding. We're committed to maintaining an environment that is welcoming, community-centered, trauma-informed, and collaborative