Facility Use Application

Section A

<table>
<thead>
<tr>
<th>Name of Renter or Organization</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Type</td>
<td></td>
</tr>
<tr>
<td>□ Private</td>
<td>□ Commercial</td>
</tr>
<tr>
<td>□ Non-profit (501(c) 3)*</td>
<td>□ Other</td>
</tr>
<tr>
<td>□ Community/Neighborhood Assn</td>
<td></td>
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</tbody>
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* Proof of non-profit status required.

Event Contact Address

Home Phone

Work Phone

Cell Phone

Fax #

Event Title

Co-Sponsors

Facilities Requested

- □ Pavilion
- □ Plaza
- □ Garden
- □ Theater
- □ Courtyard
- □ Green Room
- □ Dressing Room A
- □ Dressing Room B
- □ Dressing Room C
- □ Dressing Room D
- □ Theater Lobby
- □ Gallery
- □ Studio
- □ Classroom #1
- □ Classroom #2
- □ Classroom #3
- □ Classroom #4
- □ Classroom #5
- □ Kitchen
- □ Gravel Lot
- □ Other: _____________________

Event Type

Estimated Attendance (including staff)

Start Date

End Date

Event Time (s)

Move-in time

Event/Meeting Start Time

Event end time

Time the space will be vacated

Event Description

Attach additional pages if necessary

DECLARATION

As the authorized representative of the applicant, I hereby declare that:

The information contained in this Facility Rentals Application and attachment(s) is true, complete and correct to the best of my knowledge.

I hereby release and agree to hold harmless the School of Arts and Culture at MHP, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of the School, its employees, agents and contractors.

Signature: __________________________ Date: __________________

Print Name: __________________________ Date: __________________
Section B

**YES** ☐ **NO** ☐ Is the event open to the public?
☐ Is the event ticketed ☐ or by invitation ☐?

☐ Will there be an admission fee?
Admission price per person: $

☐ Will there be any food prepared, served or sold at the event? Note: Approved caterers required.
☐ Pre-prepared ☐ Prepared on site

☐ Will a caterer be used? **Only approved caterers may provide food and beverage.**
Caterer: __________________________ Contact Person: __________________________ Telephone #: __________________________

☐ Will there be any non-alcoholic beverages sold or distributed at the event?
Describe serving container:

☐ Will there be any alcoholic beverages (beer, wine or spirits), sold or distributed at the event?
Describe serving container:

☐ Will a beverage caterer be used?
Beverage Caterer name: __________________________ Telephone #: __________________________

☐ Will there be any equipment delivery/unloading for the event? You must be present to receive deliveries.

Please check equipment and fill in the estimated amounts that you would like to rent. All equipment is rented at a fee that includes setup cost. (Dependent on Availability)

☐ Tables – 60’ rounds # ☐ Platforms/Risers – 8’ x 4’ section #
☐ Tables – 8’ banquet # ☐ Sound System (requires sound operator)
☐ Tables – 6’ banquet # ☐ Podium #
☐ Tables – 36’ rounds # ☐ Temporary Power #
☐ Chairs - Black #
☐ Chairs – White Folding #

**Yes** ☐ **No** ☐ Will you be setting up other equipment?
☐ Booths (size/quantity) ☐ Tents (size/quantity)
☐ Portable restrooms ☐ Canopy (size/quantity)
☐ Other, explain

☐ ☐ Will there be amplified sound (PA system or other noise generator) at the event?
☐ Will there be music at the event? ☐ Live ☐ Recorded
☐ Will there be open flames related with this event (candles, barbecues, propane fueled equipment)
☐ Will there be sales of any kind?
☐ Will there be special parking arrangements associated with this event?
Describe:

☐ ☐ Will there be a street closure associated with this event?
☐ Will there be traffic control associated with this event?
☐ Do you require any IT Services (internet)?
☐ Will there be any other activity connected to the event?
(For example: Live animal display, carnival rides, etc.) Describe activity:

1700 Alum Rock Avenue, SJ CA 95116 - Tel (408) 794-6240, Fax (408) 272-9920