

Santa Cruz Police Department Community Room Application

Contact Information

Name of Organization	
Address	
Name of Applicant/Meeting Coordinator	
Applicant or Business Phone #	
Email Address	
Non-Profit Tax ID #	
Purpose of Event	

Fee Charge Information

Non-Profit Fee <i>(Proof of NPO or NFPO must be submitted with application)</i>	Minimum Rental, 2 Hours: \$74	6 Hours: \$145	Additional Hour(s): \$23 Per Hour
Standard Fee	Minimum Rental, 2 Hours: \$135	6 Hours: \$264	Additional Hour(s): \$36 Per Hour
Refundable Deposit-Regular	\$100.00		
Refundable Deposit-Kitchen	\$250.00		

Reservation Information

It is hereby understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Santa Cruz. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will hold the City of Santa Cruz and/or their employees free and harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities.

Reservation Date(s)	Beginning Time (Include setup time)	End Time (Include clean up time)	Estimated Attendance	Required Donation or Admission Fee?	Parking Permits	Use of Audio-Visual Equipment?	Kitchen Usage	<u>TOTAL Amount Due</u>

Payment Information

- **Refundable Deposit of \$100.00 is required, payable at the time of room rental. If you are using the Kitchen, the Deposit is then \$250.00. Deposits will be returned within 2 weeks if the Community Room is left in the same condition as rented.**
- Checks must be made out to: City of Santa Cruz and may be mailed or hand-delivered to 155 Center Street (Check lobby hours).
- Any event which charges admission is subject to the City Admission Tax of 5%; per the City admission tax ordinance (Santa Cruz Municipal Code, Chapter 3.36).

Agreement and Signature

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained to the grounds, building, furniture and/or equipment occurring through the occupancy of said facilities by the applicant. I, the undersigned, have read and agree to abide by the rules and regulations for the facility used as listed on the reverse side of this application. Terms, conditions, obligations, duties and agreements specified herein shall cover all future uses of the City of Santa Cruz Police Department Community Room by the applicant, with the exception of any terms subsequently negotiated between parties in writing. Application must be submitted fourteen (14) days in advance of reservation.

Signature	Date
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*For Official Use Only**

Date Received: _____ **Approved by:** _____ **Hours:** _____ **Fee: \$** _____ **Deposit: \$** _____