

COLUMBIA NEIGHBORHOOD CENTER (CNC) - RESERVATION REQUEST

785 Morse Avenue, Sunnyvale, CA 94085-3010

Phone (408) 730-7800 □ Fax (408) 523-8158

PLEASE PRINT

TODAY'S DATE: _____

Please Check Facility:

CNC Office # _____

Library

CNC Gym

CMS Staff Room

Classroom # _____

Multi-Purpose Room

CNC Conference Room

School/City Department/Group/ Company/ Individual Name: _____

Non-profit (501c3 IRS form required)

School/City Use

General Public

Individual Responsible for Reservation (if different from above): _____

Address: _____ City: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Email address (optional) : _____

Reservation Date(s)	Start time (include set up time)		End time (include clean up time)	
_____	Time: _____ AM/ PM	to	_____ AM/ PM	= ____ hrs.
_____	Time: _____ AM/ PM	to	_____ AM/ PM	= ____ hrs.
_____	Time: _____ AM/ PM	to	_____ AM/ PM	= ____ hrs.
_____	Time: _____ AM/ PM	to	_____ AM/ PM	= ____ hrs.

Description of Activity: _____

Number of people expected to attend: _____ Special Equipment Requests or Notes: _____

PLEASE READ CAREFULLY BEFORE SIGNING

- Evidence of general liability insurance with limits of no less than \$1,000,000 and an additional insured endorsement naming the Columbia Neighborhood Center, Sunnyvale School District and City of Sunnyvale, and its employees, officers and agents as additional insureds.
- Security Deposit of \$200 is mandatory.
- NO Food or Drink is allowed in rooms, the gymnasium or its lobby; NO Street Shoes Allowed in gymnasium.
- At the end of event, please ensure that all exterior doors are completely shut and locked.
- Please leave room in the order that it was found, including the location of furniture.
- NO Alcohol/ Smoking allowed in buildings.
- Please lock all appropriate doors before leaving the building.
- Please, NO tape or staples on walls or windows.
- You agree with the Facility Rental Penalties and User Responsibilities

LIABILITY STATEMENT

In submitting this application, I certify that I have read and understand the facility rules and regulations and will abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, certification of insurance requirements (if required), and is subject to approval by the CNC Site Manager or his/her designated representative. Applicant/Permit Holder hereby agrees to indemnify, defend and hold harmless the Sunnyvale School District, the City of Sunnyvale, its City council and Commissions, the individual members thereof, and all the officers, agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of, resulting from or in any way related to such use or occupancy of facilities. I, the undersigned, or the organization I represent, will be responsible for any damages sustained by the buildings, furniture, or equipment, occurring through occupancy or use of said building by the applicant. Any lost equipment or damages sustained to the above shall be compensated within seven days. I agree that the reservation is granted with the understanding that the CNC may cancel when the facility is needed for its own programs. It is my responsibility to notify the CNC of any cancellation on my part.

Applicant Name (Print)

Applicant Signature

Date