

**COLUMBIA NEIGHBORHOOD CENTER (CNC) - RESERVATION REQUEST**

785 Morse Avenue, Sunnyvale, CA 94085-3010

Phone 408-730-7800 ☐ Fax 408-523-8158

PLEASE PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please Check Facility:**

- CMS Staff Room
- Classroom # \_\_\_\_\_
- CNC Gym – Whole
- Morse Conference Room
- AMD Conference Room
- CNC Gym – Half
- Multi-Purpose Room
- Library

**School, City Department, Group, Company, or Individual Name:** \_\_\_\_\_

- Sunnyvale Non-profit (501c3 IRS form required)
- School or City use
- Sunnyvale Resident
- 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 or PM	to _____ AM or PM = _____ hrs.
_____	Time: _____ AM or PM	to _____ AM or PM = _____ hrs.
_____	Time: _____ AM or PM	to _____ AM or PM = _____ hrs.
_____	Time: _____ AM or PM	to _____ AM or 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 \$2,000,000 per occurrence, and \$4,000,000 for general aggregate. Users must, also, provide Additional Insured endorsement naming: **Sunnyvale School District and City of Sunnyvale, and its employees, officers and agents are hereby name as additional insureds for the dates of the facility rental.**
- Security deposit of \$500 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 shut and locked.
- Leave the facility in the order that it was found, including the location of furniture.
- NO alcohol or smoking allowed in buildings.
- NO tape or staples on walls or windows.
- You agree with the CNC Facility Rental Policies.

**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