



Facility Use Request – Meetings

Complete the following actions before submitting your application:

1. Create an ActiveNet Account (APM.activecommunities.com/SantaClara)

("Contact" will assume responsibility for event, if approved)

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Mailing Address (No PO Boxes): _____

City: _____ State: _____ Zip Code: _____

Organization:

Organization Name: _____

Organization Address: _____

Organization Website: _____

Maximum Expected Attendance: _____

Requested Date(s) & Time(s): _____

Preferred Facility:

Community Rec. Center (120 Max)*

Lawrence Station Park Building (60 Max)

Lawrence Station Multi- Purpose Room (120 Max)

Lick Mill Park Building (60 Max)

Machado Park Building(60 Max)

Maywood Park Building (60 Max)

Montague Multi- Purpose Room (120 Max)

Senior Center (100-500 Max)*

Teen Center (100 Max)*

Westwood Oaks Park Building (60 Max)

*Staffed Facilities

Organizations having facilities (not a person's home) in the City of Santa Clara must provide 2 proofs of residency corresponding to the above organization address. Organizations with more than 51% membership must provide a roster with names, addresses and phone number and "Contact" must provide ID and two proofs of residency for their address.

Email non-profit status (if applicable), form and proof of residency and to PRPermits@SantaClaraCA.gov or fax form to 408-261-9146.

All fees and deposits are due when contacted to complete reservation. Cancellations received 14 days before the scheduled event are subject to a cancellation fee. Cancellations less than 14 days before the date of the event will forfeit ALL fees.

Read and understand the Facility Use Information for Parties and review the Facility Rate Sheet before submitting this request (SantaClaraCA.gov/FacilityRental)

For office use only

Date/Time Received: _____

Residency Checked? Yes No

Permit # _____

Signature due date & time _____

Signed Permit Received? Yes No

Sent to Manager for Approval? Yes No

Date approved: _____

Date Sent to Parks: _____

Date Sent to Applicant: _____

Deposit Refund: _____