



# Reseda Neighborhood Council Community Space

## Request for Community Space Usage Application

Application Date - \_\_\_\_\_ Time- \_\_\_\_\_

Organization Requesting - \_\_\_\_\_

Address - \_\_\_\_\_ Phone- \_\_\_\_\_

Primary Contact- \_\_\_\_\_ Phone- \_\_\_\_\_

Email - \_\_\_\_\_ Website- \_\_\_\_\_ 501C3- Yes or No

Event Name / Reason for Request - \_\_\_\_\_

Date of Event- \_\_\_\_\_ Time of Event- From \_\_\_\_\_ To \_\_\_\_\_

Describe Event

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Estimated Number of Attendees- \_\_\_\_\_

Additional Notes -

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RNCCS Vote Count – Approved- \_\_\_\_\_ Denied- \_\_\_\_\_ Date of Vote- \_\_\_\_\_

Terms of use—

1. Should the Reseda Neighborhood Council approve the use of the Reseda Neighborhood Council Community Space it will be to those Organizations or Persons only, who are noted on this application.
2. Should the Reseda Neighborhood Council approve the use of the Reseda Neighborhood Council Community Space, it will be for the described event only, which is noted on the application.
3. Should the Reseda Neighborhood Council approve the use of the Reseda Neighborhood Council Community Space, it will be for the number of attendees only, which are noted on the application.
4. Should the Reseda Neighborhood Council approve the use of the Reseda Neighborhood Council Community Space, it will be for the Date and Time only, which are noted on the application.
5. The Reseda Neighborhood Council on site representative may extend the time of use for the event.
6. The Reseda Neighborhood Council will have a representative on site during the event.
7. The Reseda Neighborhood Council may request a release of liability / hold harmless letter from the event organizers.
8. The Reseda Neighborhood Council may request a separate liability insurance policy for the event.
9. The use of the Reseda Neighborhood Council Community Space will be determined by application date/ time, type of event, number of participants, community impact, and could be based on other factors not contained in these terms of use.
10. The Reseda Neighborhood Council will require the applicants to clean, and remove all trash from their events, that may require sweeping floors, light moping, and cleaning restrooms. After their event has ended.

The applicant signing below understands and agrees with the terms of use, and this document is in no way an agreement of use for the Reseda Neighborhood Council.

This application for use must be approved by majority vote by the board of the Reseda Neighborhood Council.

Applicant Signature - \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name-(Please Print) \_\_\_\_\_

Approval Signature- \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

RNCCS Representative-(Please Print) \_\_\_\_\_

Approval must be signed by an Executive Board Member or Committee chair of the RNCCS

RNCCS Vote Count—Approved- \_\_\_\_\_ Denied- \_\_\_\_\_ Date of Vote- \_\_\_\_\_