# Facility Use Application

## Section A

<table>
<thead>
<tr>
<th>Name of Renter or Organization</th>
<th>Today's Date</th>
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**Organization Type**
- ☐ Private
- ☐ Commercial
- ☐ Non-profit (501(c) 3)*
- ☐ Other
- ☐ Community/Neighborhood Association

* Proof of non-profit status required.

<table>
<thead>
<tr>
<th>Event Contact</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
<th>Fax #</th>
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**Facilities Requested**

**Indoor Areas**
- ☐ Empire Firehouse
- ☐ Renzel Room
- ☐ O’Brien’s Ice Cream Shop
- ☐ De Luz House

**Outdoor Areas**
- ☐ Plaza
- ☐ BBQ
- ☐ Tower Lawn
- ☐ All (Buy-Out)
- ☐ Train Lawn

**Fallon House**
- ☐ Dining Room
- ☐ Fallon House Gardens
- ☐ Fallon House Meeting Room

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Co-Sponsors</th>
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**Event Type**

**Facilities Requested**

- ☐ Move-in time __________
- ☐ Event/Meeting Start Time __________
- ☐ Event end time __________
- ☐ Time the space will be vacated __________

*Arriving before the move in time and/or staying after the end time will result in additional charges.*

**Event Description**

Attach additional pages if necessary

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**DECLARATION**

As the authorized representative of the applicant, I hereby declare that: The information contained in this *Facility Rentals Application* and attachment(s) is true, complete and correct to the best of my knowledge.

I hereby release and agree to hold harmless the HSJ, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of the School, its employees, agents and contractors.
Section B

☐ YES ☐ NO Is the event open to the public?
☐ YES ☐ NO Will admission be charged?
☐ YES ☐ NO Will food and beverage served?
  Will a caterer be used? ☐ YES ☐ NO Caterer: ________________
☐ YES ☐ NO Will alcohol be served?
  Will a caterer be used? ☐ YES ☐ NO Caterer: ________________
*Alcohol is limited to beer and wine, and requires security. Renter is responsible for acquiring permit from SJPD if alcohol is sold.
☐ YES ☐ NO Security needed?
*Required (SJPD) for groups of 100+ and/or events with alcohol. Private security hired in addition cannot be armed.
☐ YES ☐ NO Maintenance/janitorial?
  *Required for groups of 100+. Number of janitors to be determined by size and type of group.
☐ YES ☐ NO Portable-potties needed?
  *Required for groups of 200+. Number of portos to be determined by size of group
☐ YES ☐ NO Dumpster needed?
  *Required for groups of 100+
☐ YES ☐ NO Recycle containers required?
☐ YES ☐ NO Will there be amplified sound at the event?
  *Amplified sounds must be turned off by 10pm
☐ YES ☐ NO Power/electrical needed?
  *See attached electrical map and circle appropriate electrical outlets needed.
☐ YES ☐ NO Will parking space be needed?
  Will show cars be parked inside the park? ☐ YES ☐ NO How many? ______________
*Client is aware that parking is an additional $10 per vehicle in City lots. No vehicles are allowed to be moved without security escort on Park grounds during regular hours. All car shows must have drip pans under every car for car shows.
☐ YES ☐ NO Will signage be used?
  *Client to take down all signage. This includes directional signs, parking signs, and signs identifying events.
☐ YES ☐ NO Will the trolley be used? Times: __________
☐ YES ☐ NO Would you like access to Docents Buildings? Times: __________
☐ YES ☐ NO Will the Print Shop be used?
  Exhibition only ☐ YES ☐ NO Printing/Exhibition ☐ YES ☐ NO
☐ YES ☐ NO Will you require History Park to set-up picnic tables?
☐ YES ☐ NO Will booths and tents be used? How many? ______________
  *Client is responsible to submit a layout including the location of all tents/booths to History Park prior to the event
☐ YES ☐ NO Will rides/bounce houses/stage/outdoor games be set up?
  List all items and vendors: ________________________________
☐ YES ☐ NO Will you need to set up in advance? Date and time: ______________
  *Set-up must take place during park hours (8am-5pm.)
☐ YES ☐ NO Will break down take place the day of? Date and time: ______________
*All take down and clean must be completed within the contracted time frame. If extended clean up and take down is required, renter will be required to finish the following day at hours specified by HSJ.

Additional information to keep in mind when planning your event:
- Fire/Health Code Requirements (renter is responsible for proper permits from San José Fire Department and/or Santa Clara County Health Department.)
- General Liability Insurance and First Aid will be required regardless size of event
- List of All Vendors (renter is responsible for supervising vendor set-up and clean-up.)
- Submission of rental delivery/pick-up dates and times (must be completed during Park hours 8am-5pm.)
- Entertainment Plan, Event/Production Layout

Rain Or Shine Policy: Renter is responsible for rental fees regardless of weather conditions. Every attempt will be made to utilize alternate indoor space if available and adequate for group needs.

HSJ Evacuation Plan: HSJ will have supervising staff in case of an emergency to open emergency exits. Emergency exits are located by Post office, Vietnamese Museum, Staff Parking Lot and Service Entrance. Client must provide staff for every 200 people on site to manage evacuation of their guests.

Client must notify HSJ if the following items will be used during event: sidewalk chalk, water guns, water balloons, bubble machines, smoke machines, guns of any type, pets/animals, alcohol (beer and wine only), generators, interactive game equipment, portable ATM’s. Items not included in Application are not permitted.