Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Voice 650-306-3271
Fax 650-306-3171

Facilities Reservation Form
BY PERSONS OR ORGANIZATIONS NOT DIRECTLY AFFILIATED WITH CAÑADA COLLEGE

Your Name: ______________________ Title: _________________ Phone: ______________

Cell Phone (A CONTACT NUMBER FOR ONSITE EVENT DATE MUST BE SUPPLIED): ______________

Organization Name: ________________________________________________________________

Non-Profit Number_94-_______________ OR Social Security No: ______________________

Email Address: _________________________________________________________________

Address: ___________________________________________________________________

(Street) (City) (State) (Zip Code)

Event Type: (Check One) Athletics___ Film___ Lecture___ Meeting___ Reception___
Rehearsal___ Performance___ Other__________________________

Please list Event Date(s):
_____________________________________________________

PLEASE INCLUDE SET-UP AND CLEAN-UP TIME
Arrival Time: _______________ A.M. or P.M.    Time Event Begins: ____________ A.M. or P.M.
Time Event Ends: _______________ A.M. or P.M.    Time of Departure: ____________ A.M. or P.M.
Total Hours: _____________________________________________________________
Expected Number Attending: ________________________________________________

Please list Rehearsal Date(s):
_____________________________________________________

PLEASE INCLUDE SET-UP AND CLEAN-UP TIME
Arrival Time: _______________ A.M. or P.M.    Time Event Begins: ____________ A.M. or P.M.
Time Event Ends: _______________ A.M. or P.M.    Time of Departure: ____________ A.M. or P.M.
Total Hours: _____________________________________________________________
Expected Number Attending: ________________________________________________

PLEASE INDICATE THE FACILITY OR FACILITIES REQUESTED:

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Academic Buildings</th>
<th>Fine Arts</th>
<th>Auxiliary Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gym (max Capacity 1550)</td>
<td>Classroom (10-25 capacity)</td>
<td>Main Theatre (max capacity 520)</td>
<td>Dining Hall, The Grove (max capacity 270)</td>
</tr>
<tr>
<td>Men’s dressing room with showers</td>
<td>Classroom (26-45 capacity)</td>
<td>Flex Theatre</td>
<td>Parking lot</td>
</tr>
<tr>
<td>Women’s dressing room with showers</td>
<td>Classroom (46-100 capacity)</td>
<td>Multipurpose room 3-142 (max capacity 100)</td>
<td>Frisbee lawn</td>
</tr>
<tr>
<td>Tennis courts (number requested______)</td>
<td>SMART Classroom</td>
<td>Multipurpose room 3-148 (max capacity 75)</td>
<td>Front Plaza</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>Science Lab</td>
<td>Art Gallery/Foyer/Lobby</td>
<td>Quad Area outside Lawn 1, 2 or 3</td>
</tr>
<tr>
<td>Soccer field</td>
<td>Computer Lab</td>
<td>Amphi theatre</td>
<td>Fountain Area in Quad</td>
</tr>
<tr>
<td>Track</td>
<td>Library</td>
<td>Multipurpose room 6-101 and 6-102</td>
<td>Gravel Lot, lower lot 6</td>
</tr>
<tr>
<td>Other</td>
<td>Learning Center</td>
<td>Multipurpose room 2-10 (max capacity 90)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Has this location been reserved? Yes___ No___

Are you selling concessions? Yes___ No___ If yes, please describe______________________________

Are you serving food? Yes___ No___ If yes, please describe______________________________

Are you selling tickets? Yes___ No___ If yes, how much will you charge?______________________
Are you charging attendees a fee? Yes___ No___ If yes, how much will you charge?______________

Are you anticipating Traffic/Parking Needs? Yes___ No___
(If yes, check all that apply): ___Reserve Parking Spaces # ________
___Reserve Parking Lot # ________
___Suspend Parking Regulations (except at metered lots)
___Directing Traffic Flow

SPECIAL REQUIREMENTS NEEDED:

<table>
<thead>
<tr>
<th>_ LCD Projector</th>
<th>_ Opaque Projector</th>
<th>_ Microphones</th>
<th>_ 6' Tables (number requested___)</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ VHS Projector</td>
<td>_ Theatre Lighting</td>
<td>_ Music Stands</td>
<td>_ Chairs (number requested___)</td>
</tr>
<tr>
<td>_ DVD Projector</td>
<td>_ Theatre Sound System</td>
<td>_ Podium/Lectern</td>
<td>_ Barbecue</td>
</tr>
<tr>
<td>_ Slide Projector</td>
<td>_ Portable Sound System</td>
<td>_ Portable Stage</td>
<td>_ 10'x10' Canopy (number requested___)</td>
</tr>
<tr>
<td>_ Overhead Projector</td>
<td>_ Background Music</td>
<td></td>
<td>_ Trash Cans (number requested___)</td>
</tr>
</tbody>
</table>

Other (Please Specify) __________________________________________________________

Technicians are required for many of the facility rentals. Equipment is not included in facility rental fees.
All rental contracts must employ union custodial crew provided by the district.
Security fees will apply as well.

Do not write below this line it is for College Staff Only

Estimated rates: (All are charged at 2 hour minimums)

Custodian $_________________ Engineering $_________________ Grounds $_________________
Security $_________________ Technician $_________________ Total Costs: $_________________

Requestor’s Signature _____________________________________Date _____________

Please send completed application to the attention of Rachel Corrales at corrales@smccd.edu, 650 306-3271.
Application must be received 45 days prior to the date of use.

SET-UP DIAGRAM:
(PLEASE DRAW ANY SPECIFIC SET-UP NEEDS YOU MAY HAVE AND/OR ATTACH ADDITIONAL INFORMATION IF NEEDED)