



The CHARLES M. HOLMES CAMPUS of
THE **CENTER**

APPLICATION FOR ROOM RESERVATION

San Francisco LGBT Community Center
1800 Market Street, San Francisco, CA 94102
Contact: RoomRentals@sfccenter.org, 415.865.5631/ph, 865.5503/fax

DATE:

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APPLICANT INFORMATION:

Organization	
Contact	
What is your organizational status?	<input type="checkbox"/> 501C3 w/ Budget under \$500,000 <input type="checkbox"/> 501.c.3 w/ budget over \$500,000 or Government Business <input type="checkbox"/> For Profit Organization or Individual
Email address	
Phone(s)	
Fax	
Billing Address	

EVENT DESCRIPTION:

Is it a drop-in or pre-register event?	
If this event is open to the public, please provide us with contact information that we can make available to members of the public requesting additional information about your event.	
Are you serving alcohol and/or food ? Please note that there is an additional charge for serving food and/or drink whether it is provided by your organization, a caterer, or any other source. Refer to "Policy on Alcohol Use" and "Equipment & Additional Charges" for more information.	
Is this event free ? If not, what is the cost ?	
Could Center ChildCare be utilized by attendees to this event?	
Will you be providing Communication Access for the Deaf and Hard of Hearing at this event?	

Please provide an **accurate description of your event**. Be sure to include any **buzzwords** that people may use to describe the event as many people refer to events in various ways. This will be helpful in determining appropriate room for event, and also helps the **Front Desk** point attendees in the right direction:

Official Title of event:	Description of event:

EVENT:

Requested Date(s)				
Alternate Date(s)				
Times:	Setup start:	Event start:	Event end:	Cleanup end:
Number of Attendees				
Room				
Special Set Up Equipment Requests (ie. chairs, tables, stage, A/V, podium, etc.)				

Signature: _____

With your signature, you have agreed to abide by the LGBT Center's policies and code of conduct set forth on Room Rental web page <http://www.sfccenter.org>

Event details for Center online Calendar:

The Center would like to promote your event, please take a minute to write up a blurb for our online calendar and send it in with your application. Just copy and paste your event details here and return with your Room Rental Application.