

Application for Room Reservation

1800 Market Street, San Francisco, CA 94102

Contact: RoomRentals@sfcenter.org

415-865-5631/ph, 415-865-5503/fax

Room Rental Process

1. Application submitted to the email or fax number listed above.
2. Room Rental Coordinator sends confirmation sheet and payment request.
3. The reservation will be booked once we have received the signed confirmation sheet and full payment.
4. For events booked the Rainbow Room, a Center representative will contact you to schedule a walkthrough before event.
5. An additional invoice may be mailed within a week after event if additional payment is needed.

Applicant Information

Organization			
Organization type	<input type="checkbox"/> 501.c.3 w/ Budget under \$500,000	<input type="checkbox"/> 501.c.3 w/ budget over \$500,000	
	<input type="checkbox"/> government agency	<input type="checkbox"/> Individual	<input type="checkbox"/> Company
Address			
Website		Company Phone	()
Contact name		Phone	()
Email	<input type="checkbox"/> Please sign me up for the SF LGBT Center newsletter		
2 nd Contact name (if applicable)		Phone	()
Email	<input type="checkbox"/> Please sign me up for the SF LGBT Center newsletter		

Billing Details

Does this event have a fiscal sponsor? <input type="checkbox"/> yes <input type="checkbox"/> no			
Organization (if different from above)			
Address			
Contact Person		Phone	()
Email			

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