



# 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.


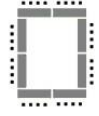
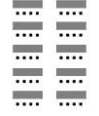


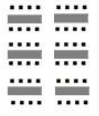

## Applicant Information

|  |  |   |                                  |
|--|--|---|----------------------------------|
| 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 <sup>nd</sup> 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   |  |       |     |

## Event Information

|  |  |              |   |                     |  |
|--|--|--------------|---|---------------------|--|
| Event Title  |  |              |   | Expected Attendance |  |
| Type of Event  | <input type="checkbox"/> Meeting <input type="checkbox"/> Presentation/class <input type="checkbox"/> Banquet <input type="checkbox"/> Party/Social <input type="checkbox"/> Other _____ |              |   |                     |  |
| Requested Date(s)  |  |              | Is this event over multiple days? Explain   |                     |  |
| Time(s)  | Setup start:   | Event start: | Event end:  | Cleanup end:        |  |
| Preferred Room(s) (if applicable)<br><input type="checkbox"/> Q13 <input type="checkbox"/> Gallery<br><input type="checkbox"/> Rainbow Room <input type="checkbox"/> 201 <input type="checkbox"/> 203 <input type="checkbox"/> 204<br><input type="checkbox"/> Rooftop Terrace <input type="checkbox"/> + Lobby  |  |              | Alternate Room(s) (if applicable)<br><input type="checkbox"/> Q13 <input type="checkbox"/> Gallery<br><input type="checkbox"/> Rainbow Room <input type="checkbox"/> 201 <input type="checkbox"/> 203 <input type="checkbox"/> 204<br><input type="checkbox"/> Rooftop Terrace <input type="checkbox"/> + Lobby |                     |  |
| Description of event and registration URL if applicable (please note any alternative ways people might describe your event so that our front desk volunteers can direct attendees to the right place):   |  |              |   |                     |  |
| Room layout  |  |              |   |                     |  |
|          |  |              |   |                     |  |
| <input type="checkbox"/> auditorium <input type="checkbox"/> boardroom <input type="checkbox"/> classroom <input type="checkbox"/> circle <input type="checkbox"/> U-shape <input type="checkbox"/> banquet <input type="checkbox"/> other   |  |              |   |                     |  |
| Equipment requests (i.e. tables/chairs, A/V, podium, whiteboard etc.)  |  |              |   |                     |  |
| This event: <ul style="list-style-type: none"> <li><input type="checkbox"/> is open to the public / <input type="checkbox"/> is private</li> <li><input type="checkbox"/> accepts drop-in guests / <input type="checkbox"/> is by registration/appointment only</li> <li><input type="checkbox"/> is free / <input type="checkbox"/> costs \$_____ per ticket</li> <li><input type="checkbox"/> will not have food/drink / <input type="checkbox"/> will offer snacks / <input type="checkbox"/> will have boxed meal / <input type="checkbox"/> will be catered</li> <li><input type="checkbox"/> will not have alcohol / <input type="checkbox"/> will have alcohol</li> </ul> |  |              |   |                     |  |

Upon completion of your reservation you may submit your event details for our web calendar. Please ask us where to send event information if you are interested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above signature indicates that you have agreed to abide by the SF LGBT Center's Policies and code of conduct. For the most up to date policies and procedures, please email [roomrentals@sfcenter.org](mailto:roomrentals@sfcenter.org)