



**SANTA ANA POLICE DEPARTMENT**  
**60 CIVIC CENTER PLAZA**  
**SANTA ANA, CA 92701**  
**PHONE: (714) 245-8716**  
**FAX: (714) 245-8007**



**APPLICATION AND CONDITION USE PERMIT FOR USE OF THE COMMUNITY ROOM**

(Please Print or Type)

Applicant/Responsible Person \_\_\_\_\_

Street Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Person at Site \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours \_\_\_\_\_

Purpose or Nature of Use \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Type of Event                      Private                      Public

|   | RENTAL FEES |                |  | TOTAL CHARGES             |                                    |
|---|-------------|----------------|--|---------------------------|------------------------------------|
|   | 3 Hrs. Min  | Each Add'l. Hr |  | Min. Fee \$ _____         | + Add'l. Hours \$ _____ = \$ _____ |
| Resident non-profit civic and social & religious organization   | \$130.00    | \$42.00        |  | Cleaning Deposit \$ _____ |                                    |
| Non-Resident non-profit and social & religious organizations:   | \$260.00    | \$84.00        |  | Total Charges \$ _____    |                                    |
| Resident commercial, business & for-profit making organizations   | \$180.00    | \$60.00        |  |                           |                                    |
| Non-resident commercial, business & for-profit making organizations                                     | \$375.00    | \$125.00       |  |                           |                                    |
| <b>\$200.00 CLEANING DEPOSIT (refundable providing facility is in satisfactory condition after use)</b> |             |                |  |                           |                                    |

**USER AGREEMENT**

Applicant/Responsible Person agrees that he/she shall be responsible for any damage or unnecessary abuse of the facility and/or equipment and the outside surrounding area. Applicant agrees that no nails, screws, bolts, tape or tacks will be permitted on the walls, ceilings or doors of this facility.

Applicant and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing such application do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of Santa Ana and its officers/employees harmless against liability for any and all claims for damage to property or injury to persons arising out of or resulting from the issuance of the permit or the conduct of its participants.

The set-up of the room is kept in a classroom setting. It will remain in that format at all times. It will be the responsibility of the user to insure that the Community Room is returned to the approved configuration (see attached chair and table placement diagram). Failure to do so will result in a \$25.00 fee.

**NO ALCOHOLIC BEVERAGES ALLOWED**  
**NO VALIDATION/NO FREE PARKING**

Reservations and/or application must be submitted no later than 10 working days prior to scheduled event. Please make check payable to: Santa Ana Police Department.

The Santa Ana Police Department reserves the right to cancel any scheduled meeting due to unforeseen police or City emergencies.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE

