

**SANTA ANA POLICE DEPARTMENT
60 CIVIC CENTER PLAZA
SANTA ANA, CA 92702
(714) 245-8719 FAX (714) 245-8787**

Application and Condition Use Permit for Use of the Community Room

(Please Print or Type)

Applicant/Responsible Person _____

Street Address: _____ Phone Number: () _____

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		
	3 Hours Minimum	Each Add'l. Hour	TOTAL CHARGES:
Resident non-profit civic and social organizations:	\$130.00	\$42.00	Minimum Fee \$ _____ +
Non-Resident non-profit and social organizations:	\$260.00	\$84.00	Add'l. Hours \$ _____ = \$ _____
Resident commercial, business, profit making and Religious organizations:	\$180.00	\$60.00	Cleaning Deposit \$ _____
Non-resident commercial, business, profit making And religious organizations:	\$375.00	\$125.00	Total Charges \$ _____
\$200.00 CLEANING DEPOSIT (refundable providing facility is in satisfactory condition after use)–			

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, firm 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 officer/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 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