



3104 Ponte Morino Drive Suite #100, Cameron Park , California 95682  
ph. (530)677-2300 • fax (530) 677-2180 [www.scpositiveliving.com](http://www.scpositiveliving.com)

## Facilities Reservation Application

Thank you for considering our facility for your event. Please note that this application is a “request” and does not automatically constitute a reservation of the facility, nor the time requested. Applications should be submitted a minimum of 14 days prior to date requested. Please don’t hesitate to check for availability if time does not allow for the 2 week notice. This form will be processed within five (5) business days. **The security deposit is required with this application and it will be deposited if the application is approved.** After your event, per the attached agreement, the deposit will be returned in approximately 2-4 weeks. Please complete all of the following information in order for staff to provide you with the best service possible.

Name of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Facilities Requested (select below)

- |  |  |
|--|--|
| <input type="checkbox"/> Assembly Hall | <input type="checkbox"/> Kitchen         |
| <input type="checkbox"/> Patio         | <input type="checkbox"/> Kids Room       |
| <input type="checkbox"/> Bistro        | <input type="checkbox"/> Meditation Room |

Anticipated attendance: \_\_\_\_\_

### Contact/Person In Charge:

Please note: The individual named below will be the point of contact for SCPL in coordinating the event, and will be the only person who can make changes to this reservation. Additionally, this individual must be in attendance during the event, is responsible for insuring all rental policies are followed, and is responsible for all deposits, and fees.

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Group Type:**  Personal Use  Business  Government  Non-Profit (501c3 status)

**Name of Business or Organization:** \_\_\_\_\_

**Non-Profit ID (501c3) Number:** \_\_\_\_\_

**Please describe in detail, what activities will occur at this event:**

(This will be a company party with 150 people attending. We will have a band and lights. We plan on having a sit down supper. Raffle tickets will be sold (3 for \$1.00) for guests to win a trip to Hawaii.)

---

---

---

---

(Attach additional sheets as necessary to fully describe your event)

**Please circle all of the following questions:**

Is this a public event?	Yes	No	Will admission be charged?	Yes	No
Fundraising event?	Yes	No	Will alcohol be served?*	Yes	No
Will alcohol be sold? *	Yes	No	Will food be served?	Yes	No
Will food be sold?*	Yes	No	Will merchandise be sold?*	Yes	No
Will vendors be present?	Yes	No	Will entertainment be provided?	Yes	No

*\*Please note: It is the renter's responsibility to obtain all necessary County/State permits and licenses.*

**Please identify your Media and Equipment needs below by specifying the quantity needed as appropriate:**

Quantity	Media and Equipment Needs	Cost
	Chairs	
	4' Round Tables	
	6' Long Tables	
	PA System	\$50 day
	Podium / Music Stand	
	DVD/ Audio/ Visual System	\$50 day
	Automatic Screen	\$25 day
	Wireless Microphones	\$25 day
	Dry Erase Board w/Stand \$20	\$20 day
	Refrigeration/Kitchen Use*	\$20 day



3104 Ponte Morino Drive Suite #100, Cameron Park , California 95682  
ph. (530)677-2300 • fax (530) 677-2180 www.scpositiveliving.com

Rental Notes:

- This application does not automatically constitute a reservation of the facility and should be submitted a minimum of 14 days in advance. Contact the Facilities Coordinator if needed for scheduling help.
- Please allow five (5) business days for approval/denial/modification.
- You will be emailed a Letter of Confirmation if approved as submitted and your deposit cashed.
- All rental fees are due prior to the scheduled event.
- All cleaning/damage deposit funds will be refunded in 2 -4 weeks after your event if no damages or violations occur.
- All rentals will be processed on a first-come, first-served basis. Reservations will be taken no sooner than twelve (12) months in advance of the rental date.

Rental Agreement Information:

- I have read the attached Rental Agreement and agree to abide by all rules and regulations as written.
- I agree to hold the Spiritual Center for Positive Living, it's Directors and individual members thereof, and all of the Spiritual Center for Positive Living agents and employees free and harmless from such loss, damage, liability, cost of expense as may arise during or be caused by applicant's use of SCPL property.
- I agree to pay the full cost of any loss or damage to the Spiritual Center for Positive Living's property which occurred during the applicant's use.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Rental Confirmation	
Approved By: _____	Date: _____
Approved By: _____	Date: _____
Confirmation Sent: ___/___/___	
Deposit Date: ___/___/___	Amount: \$ _____
Payment Due Date: ___/___/___	Amount: \$ _____

		<b>SCPL FACILITY RENTAL</b> Rev. 5-10-13			
<b>MEETING RENTAL RATES:</b>					
<b>LOCATION</b>		Capacity	Hourly	Per Day	Security/ Cleaning Deposit
1	<b>Sanctuary</b>	<b>153</b>	<b>\$100</b> <b>(2 Hour min.)</b>	<b>\$400</b>	<b>\$250</b>
2	<b>Bistro</b>	<b>56</b>	<b>\$40</b> <b>(2 Hour min.)</b>	<b>\$150</b>	<b>\$200</b>
3	<b>Kids Room</b>	<b>20</b>	<b>\$25</b> <b>(2 Hour min.)</b>	<b>\$100</b>	<b>\$50</b>
4	<b>Meditation Room</b>	<b>20</b>	<b>\$25</b> <b>(2 Hour min.)</b>	<b>\$85</b>	<b>\$50</b>
5	<b>Outdoor Patio</b>	<b>36</b>	<b>\$25</b> <b>(2 Hour min.)</b>	<b>\$100</b>	<b>\$100</b>
6	<b>Kitchen</b>		<b>\$35</b> <b>(2 Hour min.)</b>	<b>\$150</b>	<b>\$100</b>

\*The Daily Rate provides for 10 hours total time. Any additional time will be charged at the hourly rate.

**Special notes:**

- Rates are waived for SCPL and Seminar activities.
- Members will receive a 50% discount off of posted rates.
- Member Referrals and Affiliates will receive a 25% discount off of posted rates.
- Non-profits receive a 25% discount off of posted rates – with proof of 501(c)(3) status
- Only one discount category may apply.
- Security deposit is due with reservation application