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## SCPL Sponsored Event Form

Thank you for considering SCPL for your event. Upon approval of this SCPL event there is a 60%/40% split of workshop earnings. (SCPL receives 40%) You will also have website presence on the SCPL website, mentioned in SCPL announcements on Sunday, be part of weekly SCPL e-blasts and facebook page. In addition, your flyer will be presented on the SCPL Events Bulletin Board as well as mentioned in the SCPL Sunday Bulletin, one month prior to your event. \*Remember you are ultimately responsible for promoting your event. Please submit this form for ministerial approval.

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. 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 \_\_\_\_\_

### Facility Requested (select one below)

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

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> Bistro | <input type="checkbox"/> Meditation Room |
|---------------------------------|--|

If more than one room is needed or special equipment, additional rental fees apply.  
(See facility rental chart and media and equipment chart.)

Anticipated attendance: \_\_\_\_\_ Cost per Attendee \_\_\_\_\_

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

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

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

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

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

**Please describe in detail your workshop or other what activities that 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.)

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(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:**

	<b>AV Assistant</b>	<b>\$15/hr</b>
	PA System	Included
	Podium / Music Stand	Included
	DVD/Audio Visual System	Included
	Automatic Screen	Included
	Wireless Microphone	Included

**Sponsored Event Agreement Information:**

- I have read the attached Sponsored Event 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: \_\_\_\_\_

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

## Attachment A

### SPONSORED EVENT CLEANING RESPONSIBILITIES

This checklist is designed to help clarify what your clean-up responsibilities are during and after your event. *The renter should allow at least one hour for cleanup and vacating the facility. Table and chair setup should be returned to its original set-up condition. Any damage or additional custodial cleaning time needed will be charged to the renter. Any extra hours in facility will result in a charge to the renter at 1½ -times the hourly fee rate. Please plan accordingly.*

#### FACILITY

- All decorations must be taken down and removed from facility or put inside trash cans as noted below.
- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc...) and wiped down of any spills.
- The facility should be free of debris/spills. If trash, food or spills are left on the floor, the cleaning deposit may be withheld to cover the clean-up. Sweeping and mopping the room(s) rented is *the renter's responsibility*.

All trash needs to be taken out and placed in the trash dumpsters located in the enclosure across from the building. SCPL staff will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster. Place any recyclable materials together in the recycling containers, place recycling container in the enclosure across from building.

- Sweep all debris from floor; and mop all floor surfaces used with detergent and hot water. Or vacuum where appropriate.

**\*All clean-up supplies must be furnished by the caterer or renting party. SCPL will provide a mop, broom and trash liners.**

#### KITCHEN CLEANING PROCEDURES

Kitchen Cleaning - It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements and failure to follow the guidelines listed below, may result in forfeit of rental deposit.

PLEASE DO NOT dump ice, grease **or anything on landscaping or down drains.**

**Kitchen needs to be returned to original condition and should include:**

- Clean all surfaces & appliances used: clean any spills in ovens and on oven racks. All stainless steel surfaces (counters and work counters) must be washed with dish soap and hot water and dried with a **clean, soft** cloth.
- Grills must be brushed with a wire brush and all food debris cleaned off. All stainless steel surfaces around grills must be cleaned and free of grease and debris.
- Remove all food particles from sinks and stovetops, wash with dish soap and hot water and dried.
- Please do not put large amounts of food down the garbage disposal, please use trash cans as needed. Repairs and maintenance as a result of disposal overload will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dish washer.
- Empty refrigerator and or freezer of all food and beverages, clean any inside unit spills with a damp cloth.
- Sweep all debris from floor; and mop all floor surfaces used with detergent and hot water.
- Empty all grease traps and spill pans then wash with dish soap and hot water.
- Clean all stainless steel surfaces behind and above cooking areas.