

Please email this form to [!FacilityUse@sdja.com](mailto:FacilityUse@sdja.com) or fax to (858) 704-3850 Attn: Facility Use

Organization/Individual: _____

Type of Organization*:
(Profit or Non-Profit) _____

*Effective January 1, 2004, new legislation amended the Welfare Exemption Procedures. All non-profit organizations renting facility rooms must provide SDJA with an Organizational Clearance Certificate (OCC) (BOE-277-OC) and their annual Welfare Exemption Form (BOE-267-A)

Billing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Event: _____

Event Date: _____

Please note the following request guidelines: 50 people or less, 7 business days prior to event
50 people or more, 12 business days prior to event

Event Start Time: _____ Event End Time: _____

Purpose of Event: _____

Total Participants: _____

Facility Requested: _____

Technology Setup Requested: _____

Catering Requested: Yes or No (if yes, only SDJA approved caterer may be used)

Additional Comments: _____

Signature of Applicant: _____

Date: _____

| | |
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| <u>SDJA RECEIVED/APPROVED</u> | |
| Facilities Coordinator | Date |
| Director of Finance & Operations | Date |