



UPAC NEIGHBORHOOD ENTERPRISE CENTER GATHERING PLACE Application

5296 University Ave Ste A, San Diego, 92105

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Application Date: _____

Organization	Contact Name	Contact Phone Number
Address	<input type="checkbox"/> Corporate <input type="checkbox"/> Non Profit	Date of Event
Email Address	Room Set Up Time: _____ to _____	Start Time: _____
Purpose of Room	Total Hours: _____	End Time: _____ Total Hours: _____

<p>MONDAY – FRIDAY 9:00AM – 5:00PM</p> <p>SATURDAY & SUNDAY (3hours minimum)</p> <p><u>Commercial Rental (M-F 2 hours minimum)</u></p> <p><input type="checkbox"/> Gathering Place (\$50/hour, \$100 Deposit)</p> <p><u>Non-Profit Rental</u></p> <p><input type="checkbox"/> Gathering Place (\$25/hour, 100 Deposit)</p> <p>*Deposit is fully refundable pending no damages.</p>	<p>Approximate # of Guests: _____</p> <p>Food Served:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>** No Alcohol allowed</p>	<p style="text-align: center;"><u>Set up style</u></p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Meeting</p> <p><input type="checkbox"/> Theater</p> <p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Other</p> <p>Description: _____</p>
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Responsible Party	Print Name	Date:
	Signature	
NEC Representative	Print Name & Title	Date:
	Signature	

Internal Use Only

Application Received by: _____

Agreement Signed on: _____

Deposit: _____ Received Date: _____

Total Cost: _____ Received Date: _____