

**FOOTHILL COLLEGE
FINE ARTS FACILITIES OFFICE
12345 EL MONTE ROAD,
LOS ALTOS HILLS, CA 94022
(650) 949-7252
thorntonkay@foothill.edu**

Dear Applicant,

Reservations will be held for 10 days without a deposit.
Please read the rental information page, fill out the attached application form and return with your non-refundable deposit to:

Kay Thornton
Foothill College Fine Arts Facilities Office
12345 El Monte Road
Los Altos Hills, CA 94022

A certificate of insurance issued to the Foothill-De Anza Community College District is required for all facility rentals. The certificate must list the names of the persons or firm/s named on the facility contract as insured under the policy and it **must list the Foothill-De Anza Community College District as an *additional insured***. The coverage must be for a minimum of \$1,000,000.00 general liability.
The certificate of insurance must be received by our office at least 30 days prior to the scheduled event or the contract and the event may be canceled.

Please note that parking regulations are enforced seven days a week. \$2 Daily permits are required every day. Pre-paid permits are available through the District. Please contact Mike Paccioretti at 408-864-8691 or pacciorettimike@fhda.edu.

If you have any questions please contact the Facilities Coordinator in the Fine Arts Facilities Office at 650-949-7252 or thorntonkay@foothill.edu.

Foothill College
Fine Arts Facilities Office
12345 El Monte Road, Los Altos, CA 94022
650-949-7252, FAX 650-949-7375

APPLICATION FOR FACILITY USE

ORGANIZATION _____
(NAME MUST BE THE SAME AS ON YOUR INSURANCE POLICY)

ORGANIZATION REPRESENTATIVE _____

ADDRESS _____
_____ DAY PHONE # _____ EVE PHONE # _____

EMAIL ADDRESS _____

<u>FACILITY REQUESTED</u>	<u>DATE(S)</u>	<u>TIMES</u>

INSURANCE CO. FOR EVENT _____ PHONE # _____

IS THIS EVENT PUBLIC? YES/NO

PLEASE CALL FOOD SERVICES AT 650-949-7265 FOR ANY FOOD OR BEVERAGE NEEDS.

A NON-REFUNDABLE \$500 RESERVATION FEE IS REQUIRED- PLEASE MAKE CHECK PAYABLE TO **FOOTHILL COLLEGE FINE ARTS FACILITIES**

PLEASE RETURN APPLICATION AND CHECK TO

KAY THORNTON
FOOTHILL COLLEGE FINE ARTS FACILITIES OFFICE
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022

BY SIGNING THIS FORM, YOU INDICATE THAT YOU HAVE READ AND UNDERSTOOD THE POLICIES AND PROCEDURES CONTAINED ON THE RENTAL INFORMATION PAGE.

SIGNED _____

DATE _____

MUST BE OVER 18 FOR CONTRACTUAL PURPOSES