

**SAN RAFAEL CORPORATE CENTER  
CONFERENCE FACILITY AND MAHON CREEK PARK**

**APPLICATION FOR TEMPORARY USE**

COMPANY NAME & LOCATION ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ NON-PROFIT \*YES \_\_\_\_ NO \_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CURRENT SAN RAFAEL CORPORATE CENTER TENANT: YES \_\_\_\_ NO \_\_\_\_

PROPOSED DATE(S) OF USE: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_  
(See separate page for additional dates) (including set-up & clean-up)

APPROX. # OF GUESTS: \_\_\_\_\_ TYPE / NATURE OF FUNCTION: \_\_\_\_\_

EQUIPMENT YOU WILL BRING: (Specify type of equipment and power needs) \_\_\_\_\_

MUSIC: No \_\_\_\_ Yes \_\_\_\_ (If yes, provide name of DJ/band & enclose a copy of their Certificate of Insurance):

CATERER: No \_\_\_\_ Yes \_\_\_\_ If yes, provide name of caterer & enclose a copy of their Certificate of Insurance:

PROPS / DECORATIONS USED: Yes \_\_\_\_ No \_\_\_\_ Exhibits are **not** to be attached to the walls. If exhibits are to be used, please indicate how they will be mounted: \_\_\_\_\_

Enclosed with this signed "*Application for Temporary Use*" are the following completed documents:

- Hold Harmless Agreement** (required for all users)
- Certificate of Insurance** (required for all companies hosting event and all **on site** vendors used by the company)
- \$500.00 Security Deposit** payable to "SR Corporate Center Phase One, LLC. (required for all users, except tenants of the building)
- \*Not for Profit Certification** (required for all users, if applicable)
- Conference Room Rental Fee** (required for all users who are **NOT** A City of San Rafael Non-Profit)

I have read & understand the "San Rafael Corporate Center Reservation Rules and Policies" and agree on behalf of \_\_\_\_\_ (Company/Organization) to comply with said rules and policies.

\_\_\_\_\_  
EVENT SPONSOR SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\*\***(OR)**

\_\_\_\_\_  
DESIGNATED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE