

APPLICATION FOR USE OF FACILITIES
PLACER COUNTY OFFICE OF EDUCATION
1400 West Stanford Ranch Rd
Rocklin, CA 95765 530.889.8020

TODAY'S DATE: _____

DATE(S) OF REQUESTED USE: _____

START TIME (incl. set-up): _____ END TIME (incl. clean-up): _____

NAME OF ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

WORK ADDRESS: _____
 Street _____
 City _____
 Zip code _____

PHONE NUMBER: _____
 Home _____
 Work _____

TYPE OF ACTIVITY BEING HELD: _____
 EXPECTED NUMBER OF ATTENDEES: _____

FACILITIES REQUESTED:

The following rooms are available on regular work days and with special approval on weekends and holidays. Application may be made no more than 60 days in advance and no more than two (2) times in a fiscal year. Outside agencies submitting an "Application for Use of Facilities" are also required to submit a certificate of liability insurance in the amount of \$1,000,000 naming Placer County Office of Education (PCOE) as an additional insured. The insurance certificate must accompany the signed "Application for Use of Facilities" at the time of submission and in order to receive confirmation of an approved reservation of facilities.

Irene A. Burns Room (60/48 – Theater/Classroom)
 Standing Room Only/Fire Code Max 88
 PCOE Main – 360 Nevada Street, Auburn, CA 95603
 Hours of operation 8:00a.m. – 9:00p.m. Mon-Fri Only.

Seavey Center (225/120 Theater/Classroom) Standing
 Room Only/Fire Code Max 299
 PCOE Rocklin – 655 Menlo Dr., Rocklin, CA 95765
 Hours of operation 8:00a.m. – 9:00p.m.

Board Room A (125/72 Theater/Classroom) Standing
 Room Only/Fire Code Max 172
 1400 W Stanford Ranch Rd, Rocklin, CA 95765
 Hours of operation 8:00a.m. – 9:00p.m.

Board Room B (125/72 Theater/Classroom) Standing
 Room Only/Fire Code Max 172
 1400 W Stanford Ranch Rd, Rocklin, CA 95765
 Hours of operation 8:00a.m. – 9:00p.m.

GENERAL CONDITIONS:

- All applicants will be charged a facility set up and breakdown fee. The facility for which use of application is hereby made will not be used for acts of violence or any other unlawful purposes or activities and the character of intended activities will conform to that as stated above in the application.
- Individuals who are to conduct the activities as a result of this "Application for Use of Facilities" are to be twenty-one (21) years of age or older and are responsible for the use and care of the facilities.
- PCOE prohibits smoking and the use of drugs or alcohol on any of its premises as they are to be tobacco, drug and alcohol free.
- The undersigned agrees to indemnify and hold harmless PCOE, its officers, agents and employees for causes, arising out of or in any way connected with the use of the facility.
- *Note: PCOE reserves the right to deny application based upon factors including but not limited to purpose of facilities use and/or affiliation.*
- I have read and agree with the "General Conditions" as stated.

SIGNED: _____

DATED: _____

PCOE Use Only

Date Received	Request Accepted	Request Denied

SET UP/BREAK DOWN FEE

YES

NO

RENTAL FEE CHARGED

YES

NO

CERTIFICATE OF INSURANCE REQUIRED

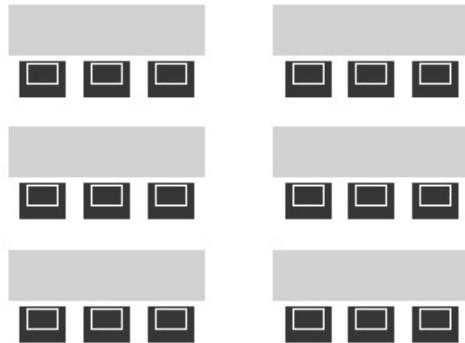
YES

NO

Room Set-up Options

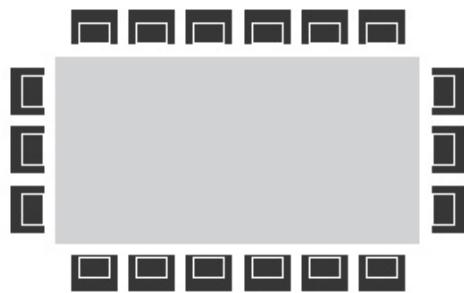
Please select your room set-up option below.

CLASSROOM



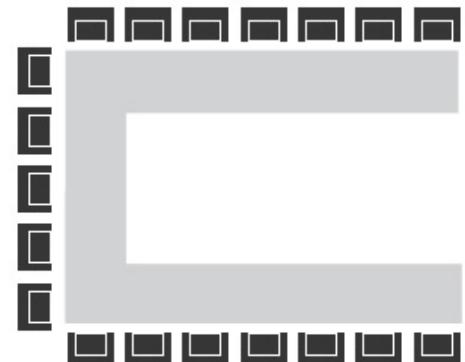
Ideal for groups that do not have much discussion but have a need to take notes.

CONFERENCE



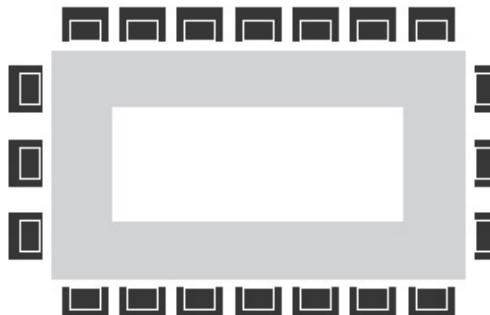
Ideal for groups under 20, with heavy discussion and a need to write or refer to materials.

U SHAPE



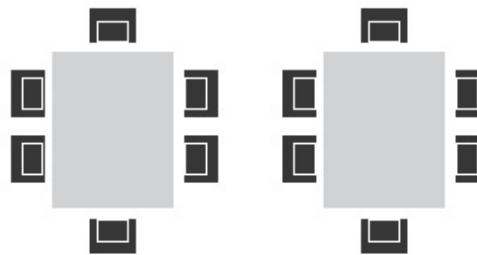
Ideal for groups under 30, with a designated speaker, heavy discussion, and a need to write or refer to materials.

HOLLOW SQUARE



Ideal for groups under 40, with heavy discussion and a need to write or refer to materials.

MEETING SQUARES



Ideal for any size group that needs to break into smaller groups.

THEATER



Ideal for any size group that does not have much discussion or does not need to refer to materials.

Is a podium needed?

Yes

No

How many screens will be needed?

One

Both

Is a table needed up front for the speaker?

Yes

No

Are food table(s) needed?

Yes

No

Is a microphone needed?

Yes

No



Will IT staff be needed to assist in the use of technology equipment?

Yes



No

If a walk-through is needed, please provide a contact name and phone number to set up a time to meet with one of our technicians before your event.

Name _____

Phone Number _____