



**Facility Use Request**

("Contact" will assume responsibility and must be present for entirety of event, if approved)

**Before submitting your application, you must:**

1. You must create an ActiveNet Account ([SantaClaraCA.gov/ActiveNet](http://SantaClaraCA.gov/ActiveNet))
2. Email form and proof of residency to PRPermits@SantaClaraCA.gov or fax form to 408-261-9146.

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Resident Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**User Type:**

- Family Event- Not associated with a company or organization (must provide ID & two proofs of residency)
- Commercial Event- Company Name: \_\_\_\_\_
- Non-Profit Event/ Meeting- Organization Name: \_\_\_\_\_

Describe Your Event: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Time (Including Set Up & Clean Up): \_\_\_\_\_

Maximum Expected Attendance: \_\_\_\_\_

**Preferred Facility**

**Picnic Areas (Central Park)**

- Arbor       Area A       Area B       Area C
- Pavilion     Area I       Area II      Area III

**Neighborhood Picnic Areas (Only available to City of Santa Clara residents)**

- Homeridge     Area I       Area II      Area III
- Lick Mill      Area I       Area II

**Amenities** (Associated fees may apply. Availability will be confirmed at the time the permit is made):

Amenities vary by park—see the key:    ■ Pavilion    ■ Arbor    ■ Homeridge    ■ Lick Mill

- Alcohol Permit    ■       Amplified Sound    ■       Hand Carts    ■       Large BBQ    ■
- Stage    ■       Electricity    ■       Catering    ■       Jump House    ■

**Meeting Rooms (Meetings Only)**

- Community Rec. Center       Lick Mill       Maywood       Montague
- Lawrence Station (A/B)       Machado       Senior Center       Teen Center
- Westwood Oaks

**Event Rooms**

- Community Rec. Center       Lawrence Station Multi-Purpose Room       Montague Multi-Purpose Room

All fees and deposits are due when contacted to complete permit. Cancellations received 14 days before the scheduled event are subject to a cancellation fee. Cancellations less than 14 days before the date of the event will forfeit ALL fees.