

INTERNATIONAL DANCE ASSOCIATION ROOM REQUEST FORM

TO: Mrs. Anne M Marsh
677 G St #100
Chula Vista, CA 91910-3455

Phone (619) 422-1584
e-mail ammarsh@juno.com

11 @ Cox.net

DATE: _____

FROM: Club _____

IDA Rep _____

Address _____

Phone: _____

NOTE BUILDING REQUESTED:

_____ Balboa Park Club Will there be food in the Entry Way? _____
Will there be food in the Dance Area? _____

_____ Santa Fe Room (Balboa Park Club)

_____ Recital Hall

_____ Federal Bldg (will not be available during construction)

_____ War Memorial Bldg Room = _____

_____ Casa Del Prado Room = _____

_____ Other

PLEASE INDICATE FIRST AND SECOND CHOICES OF DATES AND TIMES:

1) Circle 1: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____ - _____ - _____ Time: From _____: _____ AM/PM To: _____: _____ AM/PM

2) Circle 1: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____ - _____ - _____ Time: From _____: _____ AM/PM To: _____: _____ AM/PM

TYPE OF EVENT AND ROOM SETUP REQUESTED:

_____ Dance _____ Festival _____ Meeting

_____ Refreshments _____ Number of 3x6 tables needed for refreshments

_____ Booths _____ Number of 3x6 tables needed for booths

_____ Other tables _____ Number of tables Description: _____

_____ Arrange chairs _____ Number of chairs need arranged as shown below

_____ Garbage cans _____ Number of cans needed

_____ Special setup needed as shown on attached sheet

Event: _____

Year: _____

City of San Diego
 Park and Recreation Department / Metro Division
 Balboa Park
 (619) 235-1103 FAX (619) 235-1112
RESERVATION REQUEST / SET-UP DIAGRAM

Permit #: _____ Event Date(s): _____

Event Time: _____

Requesting Organization / Department: _____

Requestor: _____ Phone: _____ - _____

Facility: _____ Total Attendance: _____

EQUIPMENT SET-UP REQUEST: Due no later than: _____

TABLES: _____ **CHAIRS:** _____ **P.A. (Mic):** Yes / No **PODIUM?** Yes / No
 (See back page for maximum usage) (How many? _____)

OTHER / COMMENTS:

= Table, X = Chair (Please sketch below your set-up of where and how you want your tables, etc. to go):

DISCLAIMERS

The following rules and regulations have been established to ensure that user groups will assist us in protecting and preserving this beautiful newly renovated facility for years to come.

1. No red color punches, wines or beverages will be allowed in any area of the building. (Example: Hawaiian Punch, red wine, etc.)
2. No smoking is allowed in any part of the Building. Cigarettes must be extinguished in appropriate containers outside.
3. Users are required to clean-up after their event including but not limited to the following:
 - a. All trash and debris placed in trash containers provided.
 - b. All decorations taken down and placed in trash containers or removed from building.
 - c. All liquid spills mopped up immediately. (Custodial staff will provide mops.)
 - d. Floor swept for debris if necessary.
 - e. All tables and chairs cleaned if necessary.
 - f. Custodial staff must approve cleaning efforts prior to user leaving the building.
4. Decorations must be free standing or table top only. Decorations may not be taped, stapled or tacked to any surface, i.e. walls, ceiling beams, doors, or other fixtures. Ballroom floor and areas must be protected at all times.
5. Tables may be covered with paper but ALL tape must be removed from the equipment when cleaning up.
6. Users are responsible for any and all damage and theft which may occur to the facility and/or equipment during their use. Damage and/or theft costs will be deducted from the cleaning/security deposit.
7. No gum chewing allowed in the building.
8. Rental tables and chairs must have rubber leg tips (non-marring) on all table/chair legs to protect floor.
9. Equipment (tables, chairs, etc.) must be carried and not dragged on all floor surfaces.
10. Use of the built-in sound system will be provided by custodial staff. All operation of the equipment and adjustment will be made by staff.
11. Users are responsible for monitoring City equipment when in use by their organization. Reductions will be made for missing equipment, i.e. microphones, microphone stands, extension cords, etc. Missing equipment may be replaced with a like replacement, subject to approval from staff.
12. City staff is not responsible for any personal belongings left in the facility.
13. Staffs do not supply ladders for public use for decorating or set up.
14. Users will be charged staff overtime charges if they do not leave the premises by the designated time on the permit. (Allow adequate time for your clean-up at the conclusion of your event!)
15. Loading and unloading is permitted in the designated area on the north side of the building only. Users who park in any red zones are subject to parking tickets and/or towing.
16. It is preferable for users to use the upgraded sound system which should meet most music/sound amplification needs.

PLEASE NOTE: VIOLATION OF RULES MAY AFFECT FUTURE USE OF OUR FACILITIES.

Balboa Park has been designated an Emergency Evacuation site/shelter for any major catastrophe or City-Wide emergency (Example: Earthquake). If for any reason the above facility becomes unusable or unavailable, this permit shall be cancelled automatically. The undersigned agrees to the aforesaid paragraph.

PLEASE NOTE: Change/Cancellation Disclaimer: In the event of unforeseen circumstances, Park and Recreation reserves the right to cancel or change location of all confirmed reservations.

Please note that we DO NOT furnish Audio/Visual equipment such as projectors, screens, televisions, VCR's, extension cords, specialized microphones or easles.

* I understand I am responsible for knowing and abiding by all park rules and regulations. I also understand that ANY changes to the aforementioned conditions will invalidate this Permit; a new Application must be submitted/processed and the NONREFUNDABLE Fee(s) will be charged.

YOU WILL BE CHARGED WITH ANY INCREASED COSTS TO THE CITY DUE TO EITHER THE FAILURE TO COMPLY WITH ANY OF THE TERMS OF THIS PERMIT OR THE VIOLATION OF ANY LAWS.

Signature of Permittee/Authorized Representative

Date

Per Department Policy, Park Use Permit (PUP) fees are NONREFUNDABLE.