



Southeast Japanese School & Community Center

14615 Gridley Road, Norwalk, CA 90650 • (562) 863-5996

ONE TIME FACILITY USE APPLICATION FORM

USER INFORMATION

Name of applicant _____ Organization/Club _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Email _____

Number of years involved with SEJSCC as a participant (minimum 3 yrs) _____ Current participant Yes No

Date Required _____ Hours Requested (including set-up and clean-up) _____ to _____

Nature of Event _____

Activities Involved _____

Expected Attendance: Adults _____ Minors _____

Person Responsible for Event _____ Phone _____

Event Open to the public? Yes No Event is for fundraising? Yes No

Admission Charge _____ Food and soft drinks served? Yes No

This is a non-smoking facility. Alcoholic beverages are prohibited.

Music: Live Music Tape/CD None (Not to exceed 50 decibels as measured at the property line.)

Liability Insurance Required with SEJSCC named as additional insured.

Caterers/vendors must provide named additional insured endorsement.

Facilities Requested:

- Gym Multi-purpose Room Kitchen Conference Room Classrooms _____ room
- Tables (number) _____ Chairs(number) _____ PA system Projector/Screen

I request the use of the facilities and equipment at The Southeast Japanese School & Community Center (SEJSCC) as specified above. I (on behalf of the above organization) do hereby agree to indemnify and hold harmless, SEJSCC its officers, agents, or employees from any liability resulting from the use of the facility or equipment. I (on behalf of the organization) will accept all responsibility for any damages to the facilities or equipment from use of the facility.

Signature of Applicant _____ Date _____

Southeast Japanese School & Community Center Action

(Do not write in this section)

Approved Denied Other _____ Board Action Date _____