

# Northbrae Community Church

941 the Alameda, Berkeley CA 94707 (510) 526-3805 FAX (510) 526-3923

## REQUEST FOR USE OF FACILITIES 2011

Organization Name\* \_\_\_\_\_

Tax exempt (501-C3) papers on file with us? Yes \_\_\_ No \_\_\_

Reservation date (single date) \_\_\_\_\_

or/ Reservation for series use on: \_\_\_\_\_ (Day of week or dates of use)

Hours of use: From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

\*If your organization is new to us, please briefly describe the goal of purpose of your group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For your information: Northbrae will not be available for use on the following holidays: January 1 (New Years' Day) or its workday observance, Martin Luther King's birthday (3rd Monday in January), President's Day (3rd Monday in February), Memorial Day (last Monday in May, July 4 or its observance, Labor Day (1st Monday in September), Veteran's Day (Nov. 11), Thanksgiving Day and December 24, 25, & 31.**

**Circle room or rooms requesting: Haver Hall Kitchen Parlor Gallery Room #1 or #2,  
Chapel Hut**

Deposit Paid Date \_\_\_\_\_ Amount: \_\_\_\_\_

Balance Paid Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**USE BACK OF FORM FOR NOTES**