



Chairperson
Meisha Sherman

President and CEO
Rudolph A. Johnson, III

**Neighborhood House Association
ROOM USE APPLICATION**

ROOM USE APPLICATION ROOM USE APPLICATION Name of Person or Group Reserving Room (Responsible Party) Profit Non-Profit		Date of Application:	
Address:		Contact Phone Number: Email Address:	
Type of Event:	Room Set-Up Time: _____ to _____ (2) Hour set-up and move-out time included in room rental	Date of Event:	Start Time _____ End Time _____
Preferred Location: Howard Carey Administration 41st Street			
Howard H. Carey Administrative Center (Conference Center) 5660 Copley Drive, San Diego, CA 92111 ~Room Rental: \$200/ hour ~Non-Refundable Cleaning Fee: \$200.00 ~Outside Security: \$30 per hour (is the current rate for preferred vendor: RBW Security) ~\$1 Million Comprehensive General Liability Insurance is required (NHA must be named as an additional insured) AVAILABLE OPTIONAL EQUIPMENT FOR RENT: Linen (napkins and tablecloths): \$1.00 - \$20.00 Bar: \$50.00 Dance Floor: \$250 Ice Machine: \$45.00 Tabletop mics, screen and internet access (Complimentary) 50% deposit of all fees will be due at agreement signing Balance due two weeks prior to event		841 South 41st St, San Diego, CA 92113 Michael G. Kemp Room ~Room Rental: \$100/ hour ~Non-Refundable Cleaning Fee: \$200.00 ~Refundable Damage Deposit: \$300.00 (this fee will be returned if room is free of any damages within 10 business days after the event) ~Outside Security: \$30 per hour (is the current rate for preferred vendor: RBW Security) ~\$1 Million Comprehensive General Liability Insurance is required (NHA must be named as an additional insured) \$500 Deposit due at contract signing Balance due two weeks prior to event	
Approximate # of Guests: _____ Food Served Yes No Alcohol Served Yes No		Set up style: Banquet Classroom U-Shape Theater Other	

Internal Use Only:	Notes
Application Received by/date: _____	
Application Approved by/date: _____	