COMMUNITY ROOM RESERVATION FORM

8000 Sunset is proud to provide a Community Room to non-profit organizations at no charge*. The room can accommodate a maximum of 65 persons and is allocated on a first-come, first-served basis. Organizations using the Community Room must follow the rules and regulations set forth by Property Management. Failure to comply with the rules and regulations may result in an organization losing its privilege of using the Community Room. Interested organizations should complete this form and email or fax it to Property Management:

Weingarten Realty
120 Vantis Drive, Ste. 525
Aliso Viejo, CA 92656
714-899-6888 O
714-899-6898 F
cthomas@weingarten.com

A valid Certificate of Insurance is required by all groups.

ORGANIZATION NAME _____

CONTACT _____ **EMAIL** _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ **STATE** _____ **ZIP CODE** _____

PHONE _____ **FAX** _____ **MOBILE PHONE** _____

DAY OF MEETING: ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT ☐ SUN

DATE REQUESTING (SUBJECT TO AVAIL): _____ **TIME** (SUBJECT TO AVAIL): _____ ☐ AM ☐ PM START TIME _____ ☐ AM ☐ PM END TIME

ANTICIPATED ATTENDANCE: _____ (NOTE: 65 PERSONS MAX)

COMMENTS/SPECIAL REQUEST: _____

*Though 8000 Sunset provides the community room at no charge, depending on the type of event held, your reservation may require a $50 refundable cleaning deposit subject to the discretion of 8000 Sunset Properly Management.

WAIVER OF LIABILITY: By signing this document, I agree that Weingarten Realty shall not be liable for any use to which the premises are put by this organization, or any damage either to person or property because of any Injury, loss of life, loss or damage to or total destruction of merchandise or property resulting from such use. All personal properly on the premises shall be there at the risk of the organization, and Weingarten Realty shall not be liable for any damage thereto or the theft thereof. I have received and read the community room rules and regulations and as a representative of the organization requesting meeting room use, I agree to abide by these rules and regulations and give waiver of liability. By acting as the representative, I understand that I may be held responsible for charges or damages incurred by the organization.

REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY: RESERVATION: ☐ APPROVED ☐ NOT APPROVED ☐ RESCHEDULED

CLEANING DEPOSIT: REQUIRED ☐ NO ☐ YES, PAID$_____ PM SIGNATURE: _____ DATE: _____