

***Emeryville Center of Community Life (ECCL)  
Internal Request for Facility Use Form***

Please note that all requests must be approved and signed by the Site Administrator and submitted to the Community Services Department **at a minimum of two weeks prior to the intended date of the event or activity.**

**Date of Request:** \_\_\_\_\_ **Date(s) of Activity:** \_\_\_\_\_

**Beginning and Ending Times of Activity:** \_\_\_\_\_ **Number of People:** \_\_\_\_\_

**Class/Group/Grade:** \_\_\_\_\_ **Purpose of Activity:** \_\_\_\_\_

**Location(s) to be reserved:**

- |   |                                       |  |  |
|---|---------------------------------------|--|--|
| <input type="checkbox"/> Athletic Field | <input type="checkbox"/> Dance Studio | <input type="checkbox"/> Building A100                 | <input type="checkbox"/> Building D Classroom(s) _____ |
| <input type="checkbox"/> Gymnasium      | <input type="checkbox"/> Teen Center  | <input type="checkbox"/> Building C Multipurpose Room  | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Library      | <input type="checkbox"/> Building C Classroom(s) _____ |  |

**Equipment Required (amount):** Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Microphone(s) \_\_\_\_\_

**Applicant is responsible for scheduling setup, break down, and custodial services.**

-Contact information for room setup/break down/custodial: Vicente at [jody.clarke@emeryusd.org](mailto:jody.clarke@emeryusd.org)

-Contact information for IT: Will at [will.fuentes@emeryusd.org](mailto:will.fuentes@emeryusd.org) or George at [george.somers@emeryusd.org](mailto:george.somers@emeryusd.org)

**NOTE:** An adult must be present at the activity. Some activities require more adults for supervision. Please check with the Site Administrator for more specific information on this request.

**If you are planning to change the configuration of furniture in a room or area, please provide a schematic drawing on page 2 when submitting this form.**

**Staff:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Name and Title

**District Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

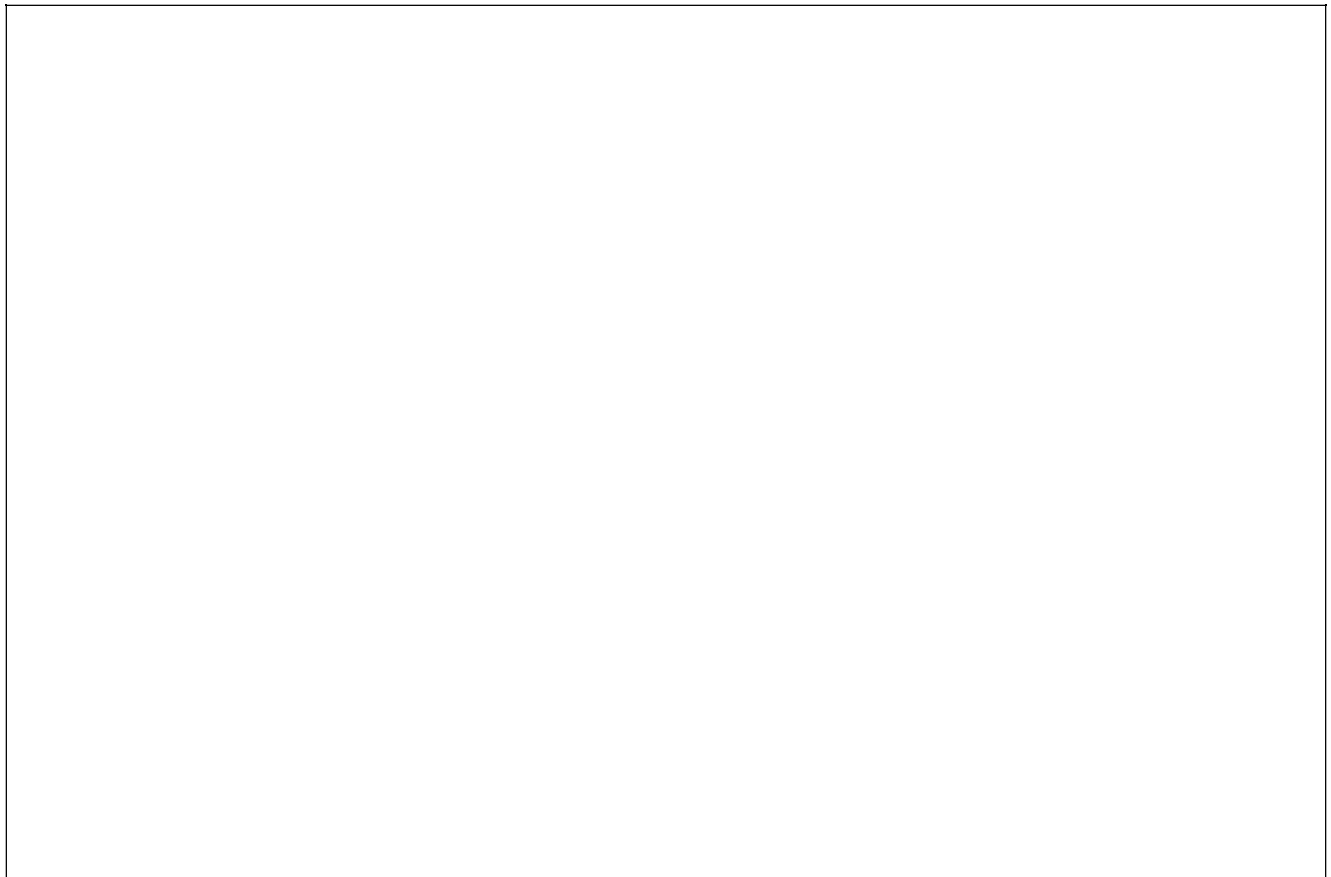
**City Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Internal Use Only</b>	
Form Taken By: _____	Date Received: _____

## Reservation Procedures

- a. For all usage outside of the regular school day or any use of Building A, the pool, fitness center, or dance studio, please prepare an internal facilities use request form, obtain an approval signature from Dr. Scott, Lisa Taymuree, or one of the Principals and submit to Stacy Thomas or Ellen Han. Upon the above dates, EUSD and City Staff will work collaboratively to resolve any potential schedule conflicts to ensure that all programs can be accommodated.
- b. Any reservation requests received after those dates are first come first served. At that point, any space outside the school day will also be available for third party rentals. For reservations, contact Stacy Thomas, Recreation Coordinator or Ellen Han, Facilities Specialist and she will confirm availability and reserve the space, if available. If it's not available, she will let you know and offer some alternative day and times. All school requests need to be approved by Dr. Scott, Lisa Taymuree, or one of the Principals prior to submitting request. This will help minimize confusion and confirm that the proper approvals for use have been given. This will help limit double booking and allow for third party rentals. The internal application will be required for requesting any reservations. The process and application can be reviewed and updated as needed.

## Schematic Drawing Area



(Please be as detailed as possible)

If you have any questions, please contact Ellen Han at (510)596-4353 or [ehan@emeryville.org](mailto:ehan@emeryville.org)