



Lompoc Parks & Recreation Facility Reservation Request



125 West Walnut Avenue, Lompoc, CA 93436
Phone: (805) 875-8100 Fax: (805) 736-5195

APPLICATION FOR FACILITY USE REQUEST- Execution of this application does not confirm reservation. Please print clearly. For consideration, complete application must be submitted with appropriate reservation deposit payable to the City of Lompoc. Some functions may require additional building attendants at \$12.00 per hour, and/or additional security guards at standard rates, and/or the purchase of wristbands, or other additional fees. The Recreation Supervisor will notify you in advance if additional attendants, security guards, or additional fees are required due to the nature of your event.

Applicant's Name: _____ Today's Date: _____
 Secondary Contact Name: _____ Secondary Contact Phone: _____
 Address: _____ City: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____ Cell: _____
 Fax: _____ E-mail _____

Type of Rental (check one): Private/Commercial Non- Profit Government/Education Agency
 Function or Event: _____
 Month: _____ Day(s): _____ Year: _____

Anticipated Attendance: _____ Event Time: _____
 Will Food be served? Yes No Name of caterer? _____
 Will there be music? Yes No Type? Live Band DJ CD/ MP3 Player
 Will there be Alcohol*? Yes No Will Alcohol be sold**? Yes No
 Will you be Barbecuing? Yes No If yes, name of alcohol caterer? _____

* Security guards are required at any event serving alcohol. You must designate two individuals who will serve & will be at the bar at all times. Maximum time allowed to serve alcohol is 5 hours. Alcohol will stop being served at 10pm for all functions. Reservation dates are not held without the deposit.
 Lompoc Parks & Recreation reserves the right to withhold payment of deposit for lost keys or damage to the facility site and/or its properties. All amplified music must cease at 11:00 PM. ** If yes, an Alcohol Beverage Control license is required.

REQUEST THE USE OF THE FOLLOWING ROOMS(S) (Check all that apply):

Times must include: arrival time, setup, event time and breakdown. Additional room occupancy is available upon request.

Anderson Recreation Center (125 West Walnut Avenue)

___ Gymnasium-225 Banquet	FROM: _____	AM/PM	TO: _____	AM/PM
___ Kitchen	FROM: _____	AM/PM	TO: _____	AM/PM
___ Panorama- 30 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Skyroom- 30 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Conference Room- 25 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM

Dick DeWees Community & Senior Center (1120 W Ocean Avenue)

___ Multi Purpose Room- 120 Banquet	FROM: _____	AM/PM	TO: _____	AM/PM
___ Multi Purpose Kitchen	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Kitchen	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Room 102 (A)- 300 Banquet	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Room 102 (B)- 150 Banquet	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Room 102 (C)- 60 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Room 102 (D)- 60 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Banquet Room 102 (E)- 60 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Classroom 105 (F)- 25 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Classroom 106 (G)- 25 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Classroom 107 (H)- 20 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM
___ Meeting Room 118 (J)- 15 Classroom	FROM: _____	AM/PM	TO: _____	AM/PM

Civic Auditorium (217 South L Street)

___ Auditorium- 430 Seats	FROM: _____	AM/PM	TO: _____	AM/PM
___ Classroom- 40 Occupancy	FROM: _____	AM/PM	TO: _____	AM/PM

