



Common Ground Community Center Space Rental Application

Application Date: _____

Renter Name: _____

Organization/Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ home work cell message

Phone 2: _____ home work cell message

Email Address: _____

Website: _____

I am interested in using the space for: *(check all that apply)*

- Teaching Dance Classes
- Teaching Private Lessons
- Teaching Other Movement Classes
- Personal Rehearsals
- Performance Company Rehearsals
- Meetings or other Gatherings
- Private Parties, Receptions
- Art Classes
- Free Classes
- One Time Workshop/Seminar
- Ongoing Workshop/Seminars
- Other: _____

Class Title: _____

(as you would like it to be listed on calendar and on CCGC website – can be listed as “private rehearsal” or “closed session” if you wish)

Brief Description: _____

Preferred Times/Days

(please review our monthly calendar, then note preferences. Manager will contact you to discuss availability. Some times that appear busy on our calendar may be available in the near future, so please note 1st and 2nd choices. We will do our best to accommodate everyone!)

- 1st Choice: Su M Tu W Th F Sa Times: _____ Ongoing One Time (Date: _____)
- Su M Tu W Th F Sa Times: _____ Ongoing One Time (Date: _____)
- 2nd Choice: Su M Tu W Th F Sa Times: _____ Ongoing One Time (Date: _____)
- Su M Tu W Th F Sa Times: _____ Ongoing One Time (Date: _____)

Preferred Start Date for classes, if ongoing: _____

Will you need to bring in or store special equipment/materials for your classes? _____

Will you need to use the: Storage Cabinet Stereo System TV/VCR
(When available)

Do you currently have insurance coverage?: YES NO

We require you to have basic liability insurance to hold classes and/or rent at Common Ground Community Center. We can help you find coverage if you need it. Homeowners may be able to add the classes they teach to the house insurance policy.

Do you have a registration/liability release form for your class participants to sign?: YES NO

It is HIGHLY recommended that you have your students sign such a form. You can use the general forms we keep here or use your own.

If you would like the manager to keep these for you, please let him / her know.

Thank you for applying to rent space at Common Ground Community Center. The manager will be contacting you soon via phone & email.

Renter (print name)

Signature

Date

Common Ground Community Center
180 Westwood Center
Arcata, CA 95521
707.498.0279