



**NON PROFIT REQUEST FOR USE OF THE MMSC**

(Only One Date per Request Form)

Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Time – From: \_\_\_\_\_ To: \_\_\_\_\_ Est. Number of Guests: \_\_\_\_\_

Purpose: \_\_\_\_\_

Requestor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room(s) Requested:  Main Room  Conference Room

Current Rental Fees & Room Capacity (Cleaning Fee Deposit & Rental Deposit required when agreement is signed)

	Main Room \$70/hour 501(3) Rate	Conference Room \$20/ hour 501(3) Rate
Capacities:		
All persons sitting in chairs, no tables	180	15
Sit-down dinner	130-150	N/A
Cleaning Fee Deposit:	\$150	\$0

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This is not a Rental Agreement. This Request for Use must be reviewed by the Mira Mesa Senior Center Management to determine availability of the requested room(s) and that the requested purpose is allowable under our Special Use Permit (SUP) agreement with the City of San Diego. You will be contacted within 3 business days of the request regarding availability, and if approved, to sign the Rental Agreement and submit the required deposit.

Received By: \_\_\_\_\_ Date: \_\_\_\_\_