

TENANT USER INSTRUCTIONS FOR COMPLETING APPLICATION (Page 2)

- 1) Complete the Name of the Group as shown on the rental agreement with the facility.
- 2) Provide name of at least one contact person.
- 3) Telephone number of contact person during business hours.
- 4) **COMPLETE** mailing address of group or contact person.
- 5) Name of Site of being used for the event (school, gym, etc.)
- 6) List **ALL** dates insurance is required.
- 7) Provide a brief description of the event (i.e. meeting, play, jazz concert).
- 8) Complete all sections:
 - A) Advise number of people that are expected to attend the event. Include participants and spectators.
 - B) Enter total number of days the facility will be used.

Sign and date the application in the boxes provided. Return the application to your Facility Manager (your site contact person), for rating and their signature. They will advise you of the insurance premium you must pay. Please maintain a copy for your records. Your Facility Manager will mail your original application and your premium payment to the CPSJ-IG no later than (14) days prior to your scheduled event.

Make check payable to Santa Clara University.