



**County of Sacramento,
Department of Regional Parks**
10361 Rockingham Drive, Suite 100, Sacramento, CA 95827
(916) 875-6336 (phone)
(916) 875-6632 (fax)

JEAN HARVIE COMMUNITY CENTER
RESERVATION REQUEST

Date for Request: _____

Time for Request (Include set-up/clean-up time): _____

Company Name (If applicable): _____

Contact Name: _____

Address: _____

Work/Cell Phone: _____ **Email:** _____

Day of Contact and Cell Phone: _____

Description of Activity:

Number of people planning to attend: _____

Will alcohol be served at this event? Yes No if yes, what type? _____

Facility (Check all that apply)	Type	Misc. Enclosed
<input type="checkbox"/> Auditorium & Kitchen	<input type="checkbox"/> Private Organization	<input type="checkbox"/> Liability Insurance
<input type="checkbox"/> Classroom (max occ. 25)	<input type="checkbox"/> Non Profit 501 (c) (3)	<input type="checkbox"/> \$500.00 Refundable Cleaning Deposit

Make check Payable to: Sacramento County Treasurer

Mail to: Department of Regional Parks
10361 Rockingham Dr, Ste 100
Sacramento, CA 95827
Attn: Leisure Services

Credit Card Information:

Name on card:	
Credit Card Type & Number:	
Expiration date of Card:	CVV Code: