

SAN DIEGO JEWISH ACADEMY Facility Use Request

Please email this form to [!FacilityUse@sdja.com](mailto:FacilityUse@sdja.com) or fax to (858) 704-3850 Attn: Facility Use

Organization *: _____

Event Contact: _____

Billing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Event: _____

Please note the following request guidelines:

Event Date: _____ Less than 50 people: 7 business days prior to event

50 people or more: 12 business days prior to event

Event Start Time: _____ Event End Time: _____

Total Participants: _____

Room(s) Requested: _____

Publish this event for the general public on the web calendar?: _____

Furniture Setup Requested: _____

Technology Setup Requested: _____

Do you have catering needs for this event? _____

Additional Comments: _____

* Effective 01-01-04, new legislation amended the Welfare Exemption Procedures. All non-profit organizations must provide SDJA with an Organizational Clearance Certificate (OCC) (BOE-277-OC) and their annual Welfare Exemption form (BOE-267-A).

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