



Facility Use Request Form

Rental Fees

- **Full Room:** \$400/day (8 hours) or \$50/hour (2 hour minimum)
- **Half Room:** \$200/day (8 hours) or \$25/hour (2 hour minimum)
- **Catering Kitchen:** \$45
- **Staff Host** - \$55/hr (events of 50+ people, or events held outside normal business hours, 9 am – 5 pm, Mon-Fri)

User Information

Business/Group Name: _____

Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Event Information

Event name & description: _____

Date(s) requested: _____

Time requested (include enough time for set-up and clean-up): Start: _____ End: _____

Estimated number of people in attendance: _____

Functions involving 50 or more guests may require a Placer SPCA staff host.

Room set-up:

☐ Theater-style (chairs only) ☐ Classroom-style (tables & chairs) ☐ Reception-style (tables & chairs)

Details (u-shape, tables facing screen, etc.): _____

Equipment requests: ☐ Microphone ☐ Screen ☐ Projector ☐ Podium

If this is a recurring event, please explain: ☐ Yes ☐ No

Will food and/or beverages be served? ☐ Yes ☐ No

Will an admission fee be charged? ☐ Yes ☐ No

If yes, please specify the amount(s): _____

Please note, a current Certificate of Insurance, evidence of Additional Insured status, and any requested endorsements, will be requested once the event is approved and must be submitted to the Placer SPCA at least five days in advance of the event.

FACILITY REQUESTED	USE FEE	HOURS NEEDED	COST
Full Community Room	\$400/day (8 hrs) or \$50/hour	_____	_____
Half Community Room	\$200/day (8 hrs) or \$25/hour	_____	_____
Catering Kitchen	\$45 flat fee	_____	_____
PSPCA Staff Host	\$55/hour (events of 50+ people, or events held outside normal business hours, 9 am – 5 pm, Mon-Fri)	_____	_____
			Total Cost _____

Please email a completed form to funddevelopment@placerspca.org and a member of our team will reach out to discuss event details and next steps.

Questions? Please call our Development Office at **916-872-6162** or email funddevelopment@placerspca.org.