



First 5 San Benito
351 Tres Pinos Rd. Ste. 100A
Hollister, CA 95023

**FAMILY RESOURCE CENTER
SPACE USE APPLICATION**

CONTACT INFORMATION	
Applicant Name:	
Company Name:	
Physical Address:	
City:	State: Zip:
Mailing Address: (if different)	
City:	State: Zip:
Phone Number:	
Email:	

SPACE REQUEST	
Proposed Use of Space:	
Room(s) Needed:	☐ La Sala ☐ Sensory Room ☐ Meeting Room(s) ☐ Commercial Kitchen* (36 OCC) (35 OCC) (3 OCC) (4 OCC) *includes separate fee, OCC = Occupancy
Single Use:	
Date Requested:	
Day of Week (check):	☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun
Access Time:	Vacate Time: Actual Event Time:
Recurring Use:	
Starting Date:	Ending Date:
Day of Week (check):	☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun
Access Time:	Vacate Time: Actual Event Time:
Other Services Requested	
Restrooms Needed: ☐ Yes ☐ No Tech Needed: ☐ TV Screen ☐ Projector Screen	
Fiscal Contact: (for invoicing purposes)	Name: Phone: Email:

** Please submit the completed form to First 5 San Benito's office or email a copy to Luisa Power,
Executive Director, at luisa@first5sb.com **



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COST BREAKDOWN	
Rental Period: *Excludes Commercial Kitchen	\$30/hour – Please indicate the number of hours per session: _____
Commercial Kitchen:	\$50/hour
Sanitizing:	\$10/session – Applies to Sensory Room & associated children's toys
Security Deposit (Outside of Business Hours)	\$500 (returned at the end of rental period assuming there are no damages/losses and the rental checklist is complete)

DAY OF RENTAL CHECKLIST	
La Sala	1. Ensure all tables and chairs are clean and left as they were found 2. Clean and store any tables and chairs that were removed from storage closet 3. Remove all excess furniture at the immediate close of the event (anything that was brought in by your agency) 4. Please use coaster on areas that are not tables 5. Dispose of all trash, especially food/perishables, and ensure the floor is swept and cleaned 6. Please return all tech items (projector/mic/etc.) to their original location – any damages to the tech will incur a replacement fee
Sensory Room	1. Ensure all furniture is returned to its original location 2. Ensure all toys are stored as they were found – sanitize any used items or set aside items that need cleaning (fee will apply) 3. Dispose of all trash, especially food/perishables, and ensure the floor is swept and cleaned
Meeting Rooms	1. Please bring your own materials/equipment and DO NOT open or use any materials already in the room 2. Ensure all tables and chairs are clean and returned to their original location 3. Ensure any trash is disposed of and floors are clean
Bathrooms	1. Ensure all hand towels are disposed of in provided trash bins 2. Ensure faucets are off and floors are clean
Commercial Kitchen	3. DO NOT unplug any provided kitchen appliances 4. Ensure all utensils & appliances are cleaned and returned to their original storage location 5. Ensure all food scraps and perishables are properly disposed of 6. DO NOT leave any food in the kitchen, refrigerator or freezer 7. Ensure faucets are off and walls/floor are free of food splatters and properly cleaned

OTHER NOTES:

- Please **DO NOT** open doors to other rooms or office spaces other than what you reserved in your rental agreement.
- Please **DO NOT** open, touch, or use electrical panels in or around the building.
- Please turn off all lights and AC/heater at the end of the rental period and ensure all doors are properly locked and secured.



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TENANT ACKNOWLEDGEMENT:

I hereby acknowledge that I have been provided with a walkthrough of the rental facility and agree to complete the above rental checklist as provided at the immediate close of the rental period or recurring event. First 5 San Benito reserves the right to deduct building maintenance or damage fees from the rental agency as needed upon management's evaluation of the space on the following business day.

Name: _____ Date: _____

Signature: _____