



## FACILITY RENTAL REQUEST FORM

Please complete this application to submit your request to rent a facility at the Albert Robles Center (ARC) located in the City of Pico Rivera. Submission of this application does not guarantee the facility. Please submit a completed form to Jackie Ramirez at [jramirez@wrd.org](mailto:jramirez@wrd.org) or submit an application via the online form [here](#).

<b><u>CONTACT INFORMATION</u></b>		ARE YOU A PUMPER IN THE WRD SERVICE AREA? YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE:
NAME OF ORGANIZATION/PUMPER:			
CONTACT NAME:		TITLE:	
PHONE NUMBER:		ALTERNATE PHONE NUMBER:	
EMAIL:			
ADDRESS		CITY, STATE, ZIP:	
<b><u>EVENT INFORMATION</u></b>		TIME OF EVENT (EXCLUDE SET UP TIME)	
EVENT DAY(S)/DATE(S) REQUESTED <i>(UNAVAILABLE ON WEEKENDS, SUBJECT TO DATE AVAILABILITY):</i>		START TIME: ___:___ AM/PM	
_____		END TIME: ___:___ AM/PM	
_____			
<b><u>FACILITY REQUESTED</u></b>			
<input type="checkbox"/> ARC Full Multipurpose Room (Capacity: 108-240) <input type="checkbox"/> ARC 1/3 Multipurpose Room (Capacity: 36-80) <input type="checkbox"/> ARC 2/3 Multipurpose Room (Capacity: 72-160) <input type="checkbox"/> Conference Room (Capacity: 14)			
<b><u>IN A FEW WORDS, DESCRIBE THE EVENT:</u></b>			
<b><u>ADDITIONAL DETAILS</u></b>			
1. Will you be using one of our preferred catering vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, liability insurance required)	
2. Will you need to display a presentation? (ex: powerpoint) (If yes, computers/laptops are not available, please bring your own laptop/device, we have audio and visual equipment available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

