



FACILITY RESERVATION REQUEST

1. Date of Event: _____

2. Name of Event: _____

3. Brief Description of Event:

[Empty rectangular box for event description]

4. Name of Organization/Individual(s): _____

5. Contact Name: _____

Address: _____

Email Address: _____

Phone Number: _____

6. Fee or Admission Charged to attend the event, if any: _____

7. Expected Attendance: _____

8. Set -Up Time: _____ Departure Time (includes enough time for clean up): _____

Times of Actual Event: _____ to _____

9. Facility Requested:

Nisei Veterans Memorial Hall Main Hall Single Classroom Double Classroom Breezeway

10. Special Requirements:

Projector (\$80)

Kitchen (\$75) Stage (\$150) Projector Screen Only (no chrg) Breezeway Privacy Screen (\$75)

11. Do you plan to have food/beverages at your event? Yes No

If so, please explain. _____

12. Have you previously used GVJCI's facilities? Yes No

If so, when? _____

If not, please advise how you were referred to us:



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***** For Office Use Only *****

13. Rental Fee: _____
Kitchen Fee (\$75): _____
Stage Fee (\$150): _____
Breezeway Privacy Screen (\$75): _____
Maintenance Fee (\$75): _____
Additional Fee(s), if any: _____
Security Deposit (\$300): _____
(SD Refundable After Event)
TOTAL: _____

14. Certificate of Liability*: [] On File [] Needed [] Copy Received
15. Vendor Certificate of Liability**: ___On File ___Needed ___Copy Received



PAYMENT INFORMATION:

16. Name of Person Making Payment: _____
Address: _____ City: _____ State: ___ Zip Code _____
Email Address: _____ Phone No: _____
Link to Make Payment Online:
https://gvjci.wufoo.com/forms/gvjci-online-payment-form/

OFFICE USE ONLY:

Deposit Amount Received (\$150): _____ Balance Due: _____
Credit Card Type _____ Check No. _____ Check Amt\$ _____
Credit Card \$ _____ Check No. _____ Check Amt\$ _____
Credit Card \$ _____ Check No. _____ Check Amt\$ _____



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- 1. Applicant: I have read and understand the general policy itemized on the Facility Usage Agreement. Individuals and/or organizations utilizing GVJCI's facilities are liable and I/we accept responsibility for all damages and liability.

Signature of Responsible Party, Print Name, Title, Telephone, Address, City, State, Zip

*LIABILITY INSURANCE (Mandatory for all events on the GVJCI premises). Please provide a Commercial General Liability Insurance or Comprehensive Personal Liability Insurance in the form of a Certificate of Insurance naming GVJCI as the additional insured (Certificate Holder) in the amount of \$1,000,000 for the day of the event.

** All Venders cooking on GVJCI campus for example: Food Trucks, Caterers, Food Carts will need to provide a Certificate of Liability Insurance (COI).

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Approved by, Date

Renter's Reservation Form Confirmed via: [] Email [] Fax [] Mail Date: __/__/__
Hall/Classroom Walk Through: [] Completed Date: __/__/__
Renter's Initials: _____ GVJCI Staff: _____



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WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT FACILITY USER/PARTICIPANT AGREEMENT

In Consideration for being permitted to participate in the following activity or program _____ (The Activity), including any associated use of the premises, facilities, staff, equipment, transportation, and services of the Gardena Valley Japanese Cultural Institute, a California non-profit corporation (hereinafter also known as the GVJCI, facility and owner),

I, the undersigned, for myself, heirs, personal representative, and assigns do hereby release, waive, discharge and promise not to sue the GVJCI, its directors, officers, employees, agents, programs sponsors, and sponsoring agencies from any liability for any and all claims, including negligence of the GVJCI, resulting in personal injury, (including death), accidents or illness and property loss, in connection with my use of the GVJCI facilities.

I, as a Facility User or Program Participant assume all risks and legal liability, waiving and releasing any and all claims for injuries, damages or loss Facility User/Participant may sustain as a result of any and all activities connected and associated with use of the Gardena Valley Japanese Cultural Institute (the "Facility" and "Owner"), located at 1964 W. 162nd Street, Gardena, CA 90247, against Owner, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises.

Facility User/Participant is fully liable for any and all loss or damage to the Facility, grounds, and/or equipment caused by Facility User/Participant or Facility User's members or guests. The GVJCI is not liable for any latent or patent defects contained within the Facility, grounds, and/or equipment. Facility User/Participant understands that sports or physical activity, including, but not limited to, martial arts, physical fitness classes, etc., are athletic activities and Facility User/Participant assumes all risks associated with each respective activity.

The Facility User/Participant, and all of its members or guests, agrees to indemnify, hold harmless and defend Owner at all times from any liabilities, claims, actions, costs, losses, expenses or damages on account of personal injury, exposure to illness (e.g. MRSA, Influenza, COVID-19, etc.), death or damage to or loss of property or profits arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of Facility User/Participant or Facility User's members or guests entering the Facility with the implied or express permission of Facility User/Participant to the fullest extent permitted by law.

The GVJCI is not responsible for any monetary loss to the Facility User/Participant due to any cancellations or facility closures done in accordance with government health orders. Facilities

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Email: info@jci-gardena.org Website: jci-gardena.org



User/Participant acknowledges that they are subject to all applicable government health order. Noncompliance with health orders or GVJCI policies with result in termination of User/Participants permitted use or participation in Activity and expulsion from the facility.

The GVJCI is not liable for any damage to or loss of personal property of the Facility User/Participant or Facility User's members or guests using the facility and/or grounds.

It is the responsibility of Facility User/Participant to ensure all minors are supervised by responsible adults provided or approved by the User.

Facility User/Participant is responsible for the conduct of its members and guests and adherence to all applicable rules and policies of the GVJCI.

Dated: _____

Signature of Facility User/Participant/Parent or Guardian of Minor

Print Name of Facility User/Participant/Parent or Guardian of Minor

Print Name of Minor (if applicable)

Dated: _____

Signature of GVJCI Staff