



**Santa Cruz County Parks**  
 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
 831.454.7938  
 reservations@scparks.com  
 scparks.com

## Meeting Room Reservation Request Form

### Customer or Authorized Agent Name

Birthdate \_\_\_\_\_ Gender \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Organization/ Company Name

Nonprofit Tax ID# \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### County Department

Division \_\_\_\_\_  
 GL Index \_\_\_\_\_ GL Sub Object \_\_\_\_\_ JL Key \_\_\_\_\_ JL Object \_\_\_\_\_

### Date(s) Requested

**Time Requested** \_\_\_\_\_ to \_\_\_\_\_ *Including all set up and clean up time.*

**Number of People** \_\_\_\_\_ *This includes your guests, staff, volunteers, and vendors.*

### Facility

- Aptos Village Park
- The Lorenzo Room at the Highlands House
- Live Oak Community Center     Room A     Room B     Both Rooms A & B
- Quail Hollow Ranch
- Valencia Hall

### Add-ons

- Kitchen
- Smart Television (*Aptos Village Park and Highlands House only*)
- Projector (*Live Oak Community Center Room A only*)

I have read and understand all policies detailed in the Conditions of Use. I agree to the cancellation policy.

\_\_\_\_\_  
**Requestee Signature**

\_\_\_\_\_  
**Date**

Please submit this form by email or at our office at the address above.

Please see our Conditions of Use and Rental Rates documents at scparks.com for more information.

Updated 3.28.2024