Phillips Graduate University

Facilities and Meeting Room Reservation Request

19900 Plummer Street • Chatsworth, CA 91311 • Fax: 818-386-5636 • www.pgi.edu

If you would like to reserve a room at Phillips for an event this form must be completed and returned at least 30 days prior to the event. Completed forms can be scanned and emailed or faxed to Beverly Henry.

- Email: bhenry@pgi.edu
- Fax: 818-386-5699
- Questions: 818-386-5672

Phillips Insurance Requirements

1. **General Liability** insurance covering your operations (and products, where applicable) is required whenever Phillips Graduate University could be at risk of third-party claims which may arise out of your work or your presence or special event of Phillips premises. **Sexual Misconduct coverage** is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of Phillips premises.
2. **Workers' Compensations and Employer's Liability** insurance are not required for single-person contractors. However, under state law this coverage (or a copy of the state's Consent to Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation **A Waiver of Subrogation** on the coverage is required only for events where your employees are working in the Phillips premises under hazardous conditions, e.g. uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover, from Phillips any workers' compensation paid to an injured employee of the event and/or its coordinator.

Signature: _____ Date: _____

Requestor

Organization/Group Name: _____

Contact: _____
Name Title

Email: _____ Phone: _____

Event Information

Event Name: _____

Date(s):

First Choice	To
Second Choice	To

Time:

Start Time	End Time	Set Up Time	Est. Attendance

Event Type:

Dining*	Meet and Greet	Meeting	Program/ Workshop	Other, Please Specify

*Food services are not provided.

Attendance:

General Public	Media Event	Members Only	Will Charge for Admission

Room Set Up:

Circle (Chairs Only)	Classroom	Conference	Dining*	Hollow Square	Theater (Chairs Only)

*Food services are not provided.

Staff Options (Fees May Apply):

Custodian	Facility Coordinator	Security	Other, Please Specify

Catering:

Catering Company: _____

Contact: _____

Phone: _____

Cost

Rates are quoted per day which covers a six (6) hour reservation. Events that exceed six (6) hours will be charged an additional $50.00 for each subsequent hour. Parking fee's negotiated and must be paid in advance.

A 50% deposit of the overall total is required to complete the reservation. A 10% cancelation fee will be applied if the event is cancelled within 30 days of the event date.

Total balance due on or before even state date.

Capacity	Facility Fees Per Day	Room Assignment
0 to 20 people	Up To $300.00	
21 to 40 people	Up To $450.00	
41 to 60 people	Up To $600.00	
60 to 100 people	Up To $750.00	

Facility Fees	
Staff Fees: Custodian Security Other Total	
Deposit	
Balance	

Approval

IT/Operations: _____ Date: _____

Administrative: _____ Date: _____