

DONATED SPACE: GUIDELINES FOR USE

Valley Presbyterian Hospital (VPH) is pleased to support local community organizations that address diverse healthcare needs in the communities we serve. One of the many ways we support them is through the use of meeting & special event space here at Valley Presbyterian Hospital. Organizations must meet the following guidelines to be considered for donated space:

1. 501 (c) 3 tax exempt status
2. Activity must serve the community interests of the San Fernando Valley region and should be non-sectarian, non-partisan and should be inclusive for all interests
3. Organizations with a community health mission will receive priority consideration for donated space

The Hospital donates meeting and event space, only. We also offer food, beverage, parking, audio/visual and other services for a fee. While parking is available for your guests, for a fee, parking availability is not guaranteed as the Hospital must serve the daily needs of patients, patient visitors, physicians, employees and others serving the Hospital's daily operations. Special event parking, if available, will be directed to the Noble Street parking structure (a map to the Hospital campus and the Noble Street parking structure will be provided). Valet parking is not available for special event guests other than for those guests needing handicapped parking space(s). Validation coupons for valet parking are not available.

Due to security and safety policies of the Hospital, all event attendees are confined only to the room/location where the special event is taking place. Your guest are not allowed to enter any Hospital location outside of your approved space unless the guest has registered with the Concierge and are escorted by a Hospital representative to another location within the Hospital. Additionally, Valley Presbyterian Hospital is not responsible for any injuries and/or accidents that may result from a guest attending your special event. Each organization who is approved for donated space is required to review and sign a "Facilities Use Agreement," where specific responsibilities are documented.

To request meeting/special event space please complete and submit the attached form. Upon receiving the request, a VPH representative will contact you within 48 hours.

For more information regarding donated space, please contact Evelyn Pacis, Community Relations Manager at (818) 902-5709 or Evelyn.Pacis@valleypres.org.

DONATED SPACE: REQUEST FORM

Name of Organization:
Name of Event:
Address of Organization:
Name of Primary Contact:
Email and Telephone for Primary Contact:
Purpose of Meeting/Activity and Community Benefit:
Event Date & Time: <i>(Donated Space is available Mon – Fri from 7AM – 6PM)</i>
Expected TOTAL Number of Attendees: Expected TOTAL number of Parking Validations:

Requested Room (Select One): <input type="checkbox"/> Auditorium <i>(Capacity: 100-125)</i> <input type="checkbox"/> Classroom 1 <i>(Capacity: 25-30)</i> <input type="checkbox"/> Library <i>(Capacity: 40-75)</i> <i>*Capacity depends on room setup</i>	Room Set Up Request (Select All That Apply): <input type="checkbox"/> Theater <input type="checkbox"/> Boardroom <input type="checkbox"/> Registration <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Head Table <input type="checkbox"/> Banquet <input type="checkbox"/> U-Shaped <input type="checkbox"/> Reception <input type="checkbox"/> E-Shaped Special Requests:
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Equipment Request: Will you need any A/V equipment setup? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please make your selection below. (Please note we recommend you bring in your own A/V technician. VPH staff is only available for the initial setup process.)			
<input type="checkbox"/> Microphone	<input type="checkbox"/> Laptop	<input type="checkbox"/> Projector	<input type="checkbox"/> Screen
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Pointer/Clicker	<input type="checkbox"/> Teleconference Phone	<input type="checkbox"/> Podium
Additional requests:			

Food-Service/Catering: Are you interested in our catering services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, catering options will be provided.

For VPH Use Only
VPH Contact: Evelyn Pacis; Evelyn.Pacis@valleypres.org ; 818.902.5709
Approved By: Community Development : _____ Date: _____ Request Submitted/Received: Education Department: _____ Date: _____
Health/Community Benefit (please list):