

MEETING ROOM GRANT REQUEST

TORRANCE CULTURAL ARTS CENTER
3330 CIVIC CENTER DRIVE, TORRANCE, CA 90503

Please print in ink or type

All spaces must be completed.

Grant Criteria:

- Grant is **solely for rental charges** associated with event. Organization will still be billed for labor, general liability insurance and all other charges.
- Torrance based organization
- 501(c)3 nonprofit corporation
- Grants are focused on the development of cultural arts programming.

1. Facility to be rented:

- | | |
|--|--|
| <input type="checkbox"/> Toyota Meeting Hall
<input type="checkbox"/> Toyota Meeting Hall Kitchen
<input type="checkbox"/> Ken Miller Recreation Auditorium
<input type="checkbox"/> Ken Miller Recreation Assembly Rm
<input type="checkbox"/> Ken Miller Recreation Kitchen
<input type="checkbox"/> Torino Plaza | <input type="checkbox"/> Nakano Theatre
<input type="checkbox"/> Nakano Theatre Lobby
<input type="checkbox"/> Garden Room A
<input type="checkbox"/> Garden Room B
<input type="checkbox"/> Japanese Garden
<input type="checkbox"/> Entry Plaza |
|--|--|

2. Applicant requesting use of the Torrance Cultural Arts Center (TCAC):

Name of Organization: _____

Contact Name: _____

Telephone Number: (____) _____

(Complete contact information must be provided in item 8 of this document)

501(c)3 Tax ID #: _____

3. Title of Event: _____

4. Type of Activity: _____

- One-time event
 Annual
 Recurrent

5. Estimated # of people attending: _____ (per day, if multiple dates are involved)

6. Use of Facility (All events must end at midnight):

Day	Date	Arrival Time	Start Time	Departure Time	Room(s)

7. Cost of Room Rental: _____

8. CONTACT INFORMATION:

Representative: _____

Work Phone: (____)_____ Home Phone: (____)_____

Fax Number: (____)_____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

9. How does this program foster cultural enrichment and education of the community? _____

10. Does this program provide visual, performing, or literary arts programming?

11. Does this program provide programming for a particular cultural audience?

12. On what type of interest group does this program focus? _____

13. What charge if any will there be to the public? _____

14. GRANT PROCESSING GUIDELINES:

- Application process is an annual cycle, with applications due May 14, 2019.
- Applications will be presented by Cultural Arts Center Staff to Torrance Cultural Arts Commission in June, for funds available the next fiscal year.
- The Torrance Cultural Arts Commission will select grants based on the application pool.
- Final recommendations of the Torrance Cultural Arts Commission will be submitted to the City Council for approval.

15. USER AGREEMENT:

I (the undersigned) have read, certify that the statements above are true and correct to the best of my knowledge.

Signature _____

Print Name _____

Date _____