



American River Parkway Foundation Visitor Center Conference Room Application

Thank you for your interest in the American River Parkway Foundation's Conference Room. Please submit the completed application to the below address or email. Thank you.

The Conference Room can accommodate 20 people around the conference table, 70 individuals standing and 40 in a classroom setting. There is a nominal fee for the use of our conference room. If you are a user group of the parkway, the fee is waived.

Name of Group/Organization: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Email: _____ **Phone:** _____

Date(s) requested: _____ **Time Requested:** _____

Who will be the contact for the day? _____

His/her contact information _____

What time will you need the room open? _____

What time will your group be leaving the facility? _____

Will you be bringing food into the room? If yes do you have special needs? _____

Will you need to use any audio visual equipment? _____

Please submit completed application to the American River Parkway Foundation, 5700 Arden Way, Carmichael, CA 95608, email info@arpf.org or fax to (916) 486-2779.

Completed application must be submitted at least 14 days prior to reservation date

Approved _____

Staff Responsible: _____
