

Date Received: \_\_\_\_\_



**City of Santa Barbara  
Parks and Recreation Department**

**Neighborhood and Outreach Services  
1136 East Montecito Street  
Santa Barbara CA 93103  
Phone: 805-897-2547  
Fax: 805-963-7607**

**APPLICATION FOR LEASE SPACE**

Name of Agency/Organization: \_\_\_\_\_

Registered 501(c)(3) tax ID number (EIN): \_\_\_\_\_

Executive Director/Contact person: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

1. Mission Statement:

2. Provide a brief paragraph of your agencies/organizations history, current programs, and recent accomplishments:

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3. Attach your most recent annual client service report showing demographic breakdowns:
4. What population does your agency/organization serve?
5. How are clients referred to your agency/organization?
6. Describe your agencies/organizations geographic service area, and how you will conduct outreach and provide services to residents of the surrounding community center?
7. Is there a fee for or charge for your services? If yes, please explain and attach rate sheet.
8. Provide your agencies/organizations hours of operation?
9. How many staff are employed by your agency/organization? \_\_\_\_\_ Provide a summary of all personnel by ethnicity, and handicap. Indicate whether staff are full-time (FT) or part-time (PT). How many will be located at this community center?
10. Does your agency/organization own any vehicles? \_\_\_\_\_ How many? \_\_\_\_\_ Do you plan to store vehicles on-site after normal work hours?

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**Provide a current list of your Board of Directors/Governing Body, including:**

Name:  
City Affiliation:  
Gender:  
Ethnicity:  
Profession:  
Board Position:  
Years. Of Service:

How often does the Board of Directors/Governing Body meet?

**Agency/Organization Financial History:**

Describe the total annual operating budget (current year), listing all sources of income, and attach financial statements for the last three (3) years.

**Attach any additional agency information directly related to services provided that may assist in this selection process.**