U.S. Department of Veterans Affairs
VA Greater Los Angeles Healthcare System

VAGLAHS EVENT PROPOSAL

PLEASE SEND COMPLETED PROPOSAL TO:

Office of Events Management

Email: VHAGLAEVENTS@va.gov / FAX: 310-268-4196 / TEL: (310) 268-3789

Date Submitted _____

PLEASE NOTE THE FOLLOWING:

- **This form should be submitted at least 45 days prior to proposed use of the facility.** Failure to do so could result in a denial of your request.
- If your proposal is approved, proof of $1,000,000.00 liability insurance is required.
- This form should not be modified. If you need additional space to write, you can write "see attached" on the form and add additional pages.
- Use of VA Greater Los Angeles Healthcare System (VAGLAHS) property for partisan events/demonstrations is prohibited by law. Alcohol consumption is not permitted.
- All costs of providing support, including staff will be borne by the event producer/organizer.

Organization and TAX ID#: _____

Name/Contact: _____ **Cell:** _____

Address: _____

_____

Telephone: _____**Fax:** _____

E-Mail: _____

Provide a summary of your organization (You may include your mission/vision):

_____

_____

_____

_____

_____

_____

PLEASE TYPE OR PRINT YOUR RESPONSE TO THE FOLLOWING:

1) Proposed Use of Facility/Parking (specify exact location): _____

_____

_____

_____

_____

_____

2) In order to support the goal of creating a therapeutic, Patient-Centered Care environment, all proposals are evaluated based on the three following critical priorities. In the space below, **describe how your proposal provides the following**:

1. **Direct benefit for Veterans** (This includes programs that provide housing, job training, and/or guaranteed use of facility/land by Veterans):

_____

_____

_____

_____

_____

_____

2. **Fulfillment of VA's mission** (This includes enhancing GLA's clinical programs, provide a healing environment and/or enhancing Patient-Centered Care):

_____

_____

_____

3. **Compatibility with the community** (This includes partnerships that demonstrate GLA's commitment to a productive relationship with the community):

_____

_____

_____

3) What is the duration of your request? (how many days? number of hours each day? start/end time?)

From: Date/Time: _____ To: Date/Time: _____

4) How many people are expected to attend? _____

5) How many parking spaces are you requesting? _____

6) **Parking Assistance/Traffic Control is <u>Required</u>.** Will you be providing your own parking assistance? Yes ____ No ____

7) Will an admission be charged? Yes ____ No ____ If so, how much? _____

8) Will equipment be used? If so, what type of equipment? (i.e. generators, chairs, etc.)

_____

_____

NOTICE: <u>VAGLAHS will not provide</u> any equipment and furniture, including tables, chairs, podium, microphones, PA system and trash dumpsters. These items must be provided by the requestor and must be removed before exiting VAGLAHS grounds.

9) Will you be providing: Private security? Yes ____ No ____ Fire & Safety? Yes ____ No ____

10) Are you requesting permission to post signage and/or banners on the VA grounds? Do you plan to market the event? Yes ___ No ___
NOTE: Banners Are Not Permitted on VA Fencing and all banners and marketing material must be pre-approved by VA GLAHS Public Affairs.

11) Are you requesting permission to serve food? Yes ____ No ____
NOTE: Use of open flame or other heating element requires a VA Fire Permit.

12) Are you requesting permission to hold retail sales at the event? Yes ____ No____
Please explain: _____

_____

Please provide any additional information that would be helpful in evaluating your proposal:

_____

_____

_____

_____

Signature: _____

Title: _____ **Date:** _____