



Rental Reservation Request

For multiple day events, explain details in the notes section below or attach documentation.

Date of Event

Type of Event

Event Start/End Times

 /

of Attendees

Person Requesting

Group/Organization

Non-profit?

Yes No

Contact Phone #

Mailing Address/City/Zip

Email

Rooms: (allowed maximum room capacity = Tabled/SEated/STanding)

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary (T:0/SE:232/ST:497) \$200 per hr. | <input type="checkbox"/> Courtyard (requires room rental) \$50 per hr. |
| <input type="checkbox"/> Stark Room (T:90/SE:150/ST:190) \$165 per hr. | <input type="checkbox"/> Lakeshore Patio (requires rm rental) \$20 per hr. |
| <input type="checkbox"/> Edwards Room (T:55/SE:70/ST:100) \$60 per hr. | <input type="checkbox"/> Garage \$10 per space # of spaces <input type="text"/> |
| <input type="checkbox"/> Octagon Room (SE:40/ST:70) \$40 per hr. | <input type="checkbox"/> Kitchen (food storage/setup only) \$75 per hr. |
| <input type="checkbox"/> 1st Ave. Parking Lot \$0 (non-exclusive) | <input type="checkbox"/> All Rooms/Spaces \$700 per hr. |

Equipment:

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Lectern | <input type="checkbox"/> 42-inch TV/DVD on rolling cart |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Portable PA System (with 2 mics) |

Staff/Other:

- | | |
|--|---------------|
| Setup/Take Down | \$30/hr. |
| Sanctuary Audio, Visual | \$30/hr. each |
| On-site Host | \$30/hr. |
| Waste/Recycling Fee
(if food served for 50+ people) | \$100 |
| Refundable Security Deposit | \$250 |

Notes:

Requestor:

Date: