

Rental Reservation Request

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

Date of Event		Type of Event	
<input type="text"/>		<input type="text"/>	
Arrival / Departure	Event Start/End	# of Attendees	Person Requesting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(All events must conclude by 9 PM)

Group/Organization	Non-profit?	Contact Phone #
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Mailing Address/City/Zip	Email	
<input type="text"/>	<input type="text"/>	

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

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary (I:0/SE:232/ST:497) \$200 per hr. | <input type="checkbox"/> Courtyard (requires room rental) \$50 per hr. |
| <input type="checkbox"/> Stark Room (I:90/SE:150/ST:190) \$165 per hr. | <input type="checkbox"/> Lakeshore Patio (requires rm rental) \$20 per hr. |
| <input type="checkbox"/> Edwards Room (I: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 | \$100 |
| (if food served for 50+ people) | |
| Refundable Security Deposit | \$250 |

Notes:

Requestor: Date: