



RENTAL INQUIRY FORM

RENTERS NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 PRIMARY PHONE _____ SECONDARY PHONE _____
 E-MAIL ADDRESS _____ WEBSITE _____
 Social Media- Instagram _____ Facebook _____

<p>TYPE OF RENTAL</p> <p>One-Time Event</p> <p>On-Going Event (6 months minimum)</p> <p>Other</p> <p>WHICH ROOM(S) ARE YOU INTERESTED IN RENTING?</p> <p>Auditorium</p> <p>Creative Arts Room</p> <p>Classroom</p> <p>Conference Room</p> <p>Courtyard</p> <p>Parking Lot ONLY - # of Spaces _____</p>	<p>WILL THERE BE FOOD OR DRINK?</p> <p>Light Snack and refreshments</p> <p>Event will be Catered</p> <p>No Food or Drink</p> <p>WILL THERE BE ALCOHOL SERVED or SOLD?</p> <p>Served (Add to COI) Sold (ABC permit required)</p> <p>TYPE OF GUESTS:</p> <p>Adults Minors</p> <p>HOW MANY GUESTS ARE YOU EXPECTING?</p> <p>There will be a \$20/hour on-site event supervisor fee added to all events held on weekends and after 5pm.</p>
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What are you planning to use our facility for? (Please be specific):

Dates and times requested (includes set up and tear down):

Event start time: _____

Equipment Requested

6 ft. tables # _____	8 ft. tables # _____	Card tables # _____	Folding Chairs # _____
Sound System*	Microphones*	Podium	Ping Pong Tables
	Projector	Screen	Pickleball Court/Equipment
			Red 10' x 10' Tent Canopies # _____ Available for \$25 each

How did you hear about us? _____