



RENTAL INQUIRY FORM

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

TYPE OF RENTAL

One-Time Event
 On-Going Event (6 months minimum)
 Other

WHICH ROOM(S) ARE YOU INTERESTED IN RENTING?

Auditorium
 Music & Dance Studio
 Classroom
 Conference Room
 Courtyard
 Preschool Playground

WILL THERE BE FOOD OR DRINK?

Light Snack and refreshments
 Event will be Catered
 No Food or Drink

WILL THERE BE ALCOHOL SERVED or SOLD?

Served (Add to COI) Sold (ABC permit required)

TYPE OF GUESTS:

Adults Minors

HOW MANY GUESTS ARE YOU EXPECTING?

There will be a \$20/hour on-site event supervisor fee added to all events held on weekends and after 5pm.

What are you planning to use our facility for? (Please be specific): _____

Dates and times requested: please include at least 30 minutes on each end for both set up and tear down _____

Actual event start time: _____

Equipment Requested

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

How did you hear about us? _____