



## RENTAL INQUIRY FORM

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

<b>TYPE OF RENTAL</b>  One-Time Event  On-Going Event (6 months minimum)  Other  <b>WHICH ROOM(S) ARE YOU INTERESTED IN RENTING?</b>  Auditorium (100-200)  Music & Dance Studio (8-15)  Classroom 1 (10-15)  Conference Room (8-10)  Courtyard (20-75)	<b>WILL THERE BE FOOD OR DRINK?</b>  Light Snack and refreshments  Event will be Catered  No Food or Drink  <b>WILL THERE BE ALCOHOL SERVED or SOLD by a LICENSED CATERING COMPANY or RESTAURANT?</b>  Served (Add to COI)      Sold (ABC permit required)  <b>TYPE OF GUESTS:</b>  Adults      Minors  <b>HOW MANY GUESTS ARE YOU EXPECTING?</b>  There will be a \$20/hour on-site event supervisor fee added to all events held on weekends and after 5pm.
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What are you planning to use our facility for? (Please be specific):

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

\_\_\_\_\_ Event start time: \_\_\_\_\_

### Equipment Requested

6 ft. tables # _____	8 ft. tables # _____	Card tables # _____	Folding Chairs # _____
Sound System*	Microphones*	Podium	Projector & Screen
			Red 10' x 10' Tent Canopies # _____ Available for \$25 each
*Auditorium only			

How did you hear about us? \_\_\_\_\_