



# Building Use Request and Reservation Form

Today's Date: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Number of People: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SPACE REQUESTED

	<u>half day</u> (up to 4 hours)	<u>full day</u> (4+ hours)	
<input type="radio"/> Community Room	\$25	\$50	Fee: _____
<input type="radio"/> Conference Room	\$25	\$50	Fee: _____
<input type="radio"/> Private Office	\$10	\$25	Fee: _____

**TOTAL CONTRIBUTION:** \_\_\_\_\_

*Your contribution is appreciated, as it helps offset the costs of operating our non-profit facility.*

Date paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Fee waived: \_\_\_\_\_