

# ROOM RENTAL REQUEST FORM

DATE:

Contact Information			
First Name		Last Name	
Organization Name		Non profit status <input type="checkbox"/> Yes <input type="checkbox"/> No Reg # _____	
Address			
Postal Code		Phone number	
Email			
Event Information			
Event Name			
Event Description			
Date requested			
# of participants			
Start Time		<input type="checkbox"/> am <input type="checkbox"/> pm	<b>Set up/clean up should be included in your start time/end time.</b>  <b>Groups are responsible for returning tables/chairs to original location</b>
End Time		<input type="checkbox"/> am <input type="checkbox"/> pm	
<input type="checkbox"/> Gym C \$51/hr <input type="checkbox"/> Gym D \$51/hr <input type="checkbox"/> Rink Mezz \$57/hr <input type="checkbox"/> CFEC \$57/hr <input type="checkbox"/> Mat Room \$19/hr <input type="checkbox"/> FAR \$19/hr <input type="checkbox"/> RAR \$19/hr <input type="checkbox"/> Cafeteria \$42-\$70			
Is your event religious/political in nature?		<input type="checkbox"/> Yes If yes, please explain: <input type="checkbox"/> No	
Will your event be advertised, open for the public to attend or private invitation only?		<input type="checkbox"/> Yes, my event will be advertised to the public <input type="checkbox"/> No, my event will not be advertised to the public	
Will the media be present at your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be selling tickets/charge admission for your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be selling alcohol at your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be serving food/beverage at your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be playing recorded/copyrighted music at your event? (Group are responsible for bringing own sound equipment - no equipment provided)		<input type="checkbox"/> Yes, music only (no dancing) <input type="checkbox"/> No <input type="checkbox"/> Yes, music and dancing <input type="checkbox"/> Yes, live original music	