



# Room Rental Form | Classroom B

You will receive a notification from The Family Center confirming the dates and times you have requested. Full payment of the room rental is due at the time of scheduling. We accept cash, check (payable to The Family Center of Gap), or credit card (Visa and MasterCard). Cancellation is required 5 days prior to the date of your event to be eligible for a full refund. Your signature on this form indicates your agreement with the uses, policies, procedures, and guidelines outlined in the attached policy.

### Applicant Information

Applicant's Name: \_\_\_\_\_

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

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

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Event Details

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total # of Attendees: \_\_\_\_\_  
(Max 24 – computer stations for 18)

Event Description: \_\_\_\_\_

**Availability:** Monday – Saturday, 8:00 AM – 9:00 PM

**Fees\*\*** (Please select from the pricing options below. Non-profits must provide proof of 501C3 Status.)

- |  |   |
|--|---|
| <input type="checkbox"/> \$35.00 per hour (2 hour minimum) | <input type="checkbox"/> Non-Profit \$17.50 per hour  |
| <input type="checkbox"/> \$100.00 per half day (4 hours)   | <input type="checkbox"/> Non-Profit \$50.00 per ½ day |
| <input type="checkbox"/> \$150.00 per day                  | <input type="checkbox"/> Non-Profit \$75.00 per day   |

<b>Total Room Rental Fees</b> (Total hours/days X hourly/daily fee)	\$
<b>Total Additional Fees</b> (totals from back side of this form)	\$
<b>TOTAL DUE</b>	\$

\*\*If your event lasts beyond 9 PM, a fee of \$100.00 per hour (or any part of an hour) will apply.



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### Room Set-Up

*(Select options that apply and indicate quantity needed. Items are available on a first come, first serve basis.)*

Item	Amount Needed	Cost
<input checked="" type="checkbox"/> Classroom seating for 24	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Computer stations for 18	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> 14 foot whiteboard	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Wireless Internet	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Lecture Podium	<u>Included</u>	<u>Included</u>
<b>Available at additional costs:</b> <i>(The following items are available on request on a first come, first serve basis. Select options that apply, indicate quantity needed, and specify total cost, if applicable.)</i>		
<input type="checkbox"/> Display easel (3 available)	No Charge _____	<u>No Charge</u>
<input type="checkbox"/> TV/DVD cart	No Charge _____	<u>No Charge</u>
<input type="checkbox"/> 30" round pub table (1 available)	No Charge _____	<u>No Charge</u>
<input type="checkbox"/> 8' x 18" registration table (1 available)	No Charge _____	<u>No Charge</u>
<input type="checkbox"/> Full size media screen	No Charge _____	<u>No Charge</u>
<b>TOTAL COST OF ADDITIONS:</b> <i>(carry over to front of form for total)</i>		<b>\$</b>

*I have read the policies governing the use of meeting rooms at The Family Center of Gap and agree to all uses, policies, procedures, and guidelines. By signing below, I agree to these terms.*

\_\_\_\_\_  
Signature of Applicant / Printed Name

\_\_\_\_\_  
Date

### Staff Use Only:

- Payment received –  Cash  CC  Check # \_\_\_\_\_  Payable entered to The Family Center for room rental
- ~~Café notified for beverage/menu service~~ *No food or beverages allowed.*
- Scheduled and routed via Outlook invite