



Room Rental Form | Executive Conference Room

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 12)

Event Description: _____

Will you have outside catering at your event? Yes No
(Limited to light refreshments/take out)

Would you like a catering referral? Yes No

Would you like to reserve menu service from Angela's Café? Yes No

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.)

\$30.00 per hour (2 hour minimum) Non-Profit \$15.00 per hour

\$150.00 per day (more than 2 hours) Non-Profit \$75.00 per day

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

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



Room Rental Form | Executive Conference Room

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"/> Conference table and up to 12 executive chairs	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Ceiling mounted projector and screen	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Full audio capability	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> White board, flip chart, tack board combo	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Wireless/wired internet connection	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Speaker phone	<u>Included</u>	<u>Included</u>
<input checked="" type="checkbox"/> Granite top side table	<u>Included</u>	<u>Included</u>
Available at additional costs: <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"/> Podium	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"/> Coffee/Water, serves 8	\$8.95	<u>\$</u>
TOTAL COST OF ADDITIONS: <i>(carry over to front of form for total)</i>		<u>\$</u>

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:

- | | |
|--|---|
| <input type="checkbox"/> Payment received – <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Payable entered to The JoAnn Group for room rental |
| <input type="checkbox"/> Café notified for beverage/menu service | <input type="checkbox"/> Payable entered to Angela's for beverage services |
| <input type="checkbox"/> Scheduled and routed via Outlook invite | |