



Room Rental Form | Music 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: _____

Event Description: _____

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

Fees** (Please select from the pricing options below.)

- \$10.00 per hour (2 hour minimum)
- \$20.00 per three hours
- \$60.00 per eight hours

Total Room Rental Fees
 (Total hours/days X hourly/daily fee) \$ _____

TOTAL DUE \$ _____

No food or beverages allowed in the Music Room.

**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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Included in Rental Fee

<i>Item</i>	<i>Amount Needed</i>	<i>Cost</i>
<input checked="" type="checkbox"/> Comfortable seating for five	<u>Included</u>	<i>Included</i>
<input checked="" type="checkbox"/> Piano & Piano Bench	<u>Included</u>	<i>Included</i>
<input checked="" type="checkbox"/> Room for up to eight people (max)	<u>Included</u>	<i>Included</i>

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
- Scheduled and routed via Outlook invite