



# Room Rental Form | Upper 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 50 at tables / 50 standing or conference style)

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

- Will you have outside catering at your event? ..... Yes  No
- If yes, will you need to reserve the warming kitchen for your caterer\*? ..... Yes  No
- Would you like a catering referral? ..... Yes  No

*\*The Upper Room includes a Butler's Kitchen (refrigerator, countertops, and small sink), suitable for catering small parties.*

**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.)

- \$65.00 per hour (up to 4 hours)                       Non-Profit \$32.50 per hour
- \$250.00 per day (more than four hours)                       Non-Profit \$125.00 per day

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

**\*\*If your event lasts beyond 10:00 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 type="checkbox"/> Standard chair (50 available)   | _____         | <i>Included</i> |
| <input type="checkbox"/> 6 ft. round table (5 Available - Seats 8)   | _____         | <i>Included</i> |
| <input type="checkbox"/> 6ft. rectangular table (3 available)  | _____         | <i>Included</i> |
| <input type="checkbox"/> 8 ft. rectangular table (Seats 8)   | _____         | <i>Included</i> |
| <input type="checkbox"/> 30 in. square pub table (10 available)  | _____         | <i>Included</i> |
| <input type="checkbox"/> Registration table (5 Available - 8' x 18")   | _____         | <i>Included</i> |
| <input type="checkbox"/> Podium  | _____         | <i>Included</i> |
| <input type="checkbox"/> Visual Media Screen (large – 1 available)   | _____         | <i>Included</i> |
| <br><b>Available at additional costs:</b> <i>(The following items are available on a first come, first serve basis for an additional cost. Select options that apply, indicate quantity needed, and specify total cost.)</i> |               |                 |
| <input type="checkbox"/> Coffee/Water, serves 8  | \$8.95        | \$ _____        |
| <input type="checkbox"/> Coffee/Water, serves 60   | \$46.00       | \$ _____        |
| <input type="checkbox"/> Table & Chair Set Up/Tear Down  | \$50.00       | \$ _____        |
| <b>TOTAL COST OF ADDITIONS:</b><br><i>(carry over to front of form for total)</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:

- |  |   |
|--|---|
| <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 service  | <input type="checkbox"/> Payable entered to Angela's for beverage services  |
| <input type="checkbox"/> Scheduled and routed via Outlook invite   |   |