



APPLICANT INFORMATION		
<b>Contact Name:</b>		
<b>Group/Organization:</b>	<b>Phone:</b>	
<b>Current Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email:</b>		
EVENT INFORMATION		
<b>Type of Event:</b>		
<b>Date of Event:</b>	<b>Number of People Attending:</b>	
<b>Start Time:</b>	<b>End Time:</b>	
<b>Setup/Cleanup Time Needed:</b>	<b>Total Hours:</b>	
ROOM INFORMATION		
Do you have a room preference? If so, please check: <input type="checkbox"/> West <input type="checkbox"/> East <input type="checkbox"/> Rachel		
What equipment/furniture do you need? Check below: <input type="checkbox"/> Rectangular Tables <input type="checkbox"/> Round Tables <input type="checkbox"/> Chairs <input type="checkbox"/> AV Equipment (\$20 charge)		
How many tables will you need?		
FOOD		
Do you plan to serve food? <input type="checkbox"/> Yes <input type="checkbox"/> No		
You are welcome to bring in food or use a caterer. Please know that there is NOT a refrigerator or public kitchen. We do ask that you remove all trash at the end of your event.		

## Rental Rates

*Our normal business hours are Monday-Friday, 9:00 am – 4:00 pm. Please note that events scheduled outside of those hours will be charged at the after hours rate.*

### **Non-Profit with 501(c) 3, Local Community Group, or K-12 School**

- \$50/hour, during business hours Monday-Friday, 9-4
- \$75/hour, during evenings and weekends

### **Universities or Government**

- \$60/hour, during business hours Monday-Friday, 9-4
- \$100/hour, during evenings and weekends (includes staff cost)

### **For Profit Business or private parties**

- \$80/hour, during business hours Monday-Friday, 9-4
- \$120/hour, during evenings and weekends (includes staff cost)

There is a \$20 audio visual use fee, per event if the system is needed. There is a room up-charge of 25% if an additional room is needed.

<b>Type of Group</b> <i>Check the type of group</i>	<b>Our business hours are: Monday – Friday 9am – 4pm</b> <i>Business hours rate</i>	<b>Weekends / after-hours on weekdays</b> <i>After hours rate</i>
<input type="checkbox"/> <b>Non-profit, community group, or K-12 school</b>	\$50 / hour	\$60
<input type="checkbox"/> <b>Universities or government</b>	\$60 / hour	\$100
<input type="checkbox"/> <b>For profit business or private parties</b>	\$80 / hour	\$120

### **Calculate the cost of your rental:**

**What rate will you pay?**

**How many hours will you need the room?**

**Cost**

Business hour rate \$ \_\_\_\_\_

X Total # of business hours \_\_\_\_\_ =  
*Monday-Friday, 9 am-4pm*

\$ \_\_\_\_\_

After-hours rate \$ \_\_\_\_\_

X Total # of after-hours \_\_\_\_\_ =  
*Any hours after 4:00 pm or on weekends*

\$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

Are you renting more than one room?

If so, add a 25% upcharge to the subtotal

\$ \_\_\_\_\_

Will you need to use the AV system?

If so, add \$20 to the total

\$ \_\_\_\_\_

**Total Rental Fee** \$ \_\_\_\_\_