



Space Rental Request

Event Type	Event Description

Name of Requestor/ Responsible Party	Phone Number	Email

Address	City	State

Date of Event	Event Start Time	Event End Time

Additional Event Information

Expected Number of Guest	Will your event have food or alcohol?	Are tables & chairs needed?

Today's Date:

This form is to collect general information regarding the use of our facility and is not a binding contract. Once request is received and reviewed, the responsible party will be contacted by an event coordinator to finalize details of rental space. No dates are guaranteed at the time of request submission until contract is signed and confirmed by our facility. All rentals request should be submitted at least two weeks prior to event and may result in an additional fee if request is submitted after the two week window. All deposits and payments must be finalized prior to the requested rental date