

# Facility Reservation Form

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

### Event Information

Event Type: _____	Total Hours: _____
Event Date: _____	Times: _____
Expected Attendance: _____	Food?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment: <input type="checkbox"/> Tables: # _____ <input type="checkbox"/> Chairs: # _____ <input type="checkbox"/> Other _____	

*Note: Our largest classrooms can hold a maximum of 30 people.*

### Space Requested:

- Large Gym\* - \$50/Hr.
- Small Gym\* - \$25/Hr.
- Classroom^ - \$15/Hr.
- Conference Room - \$15/Hr.
- Outdoor Fields - \$35/Hr.
- Indoor Pool - \$100/Hr.

### Additional Comments:

#### Office Use Only

Approved?  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Calendared by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Gyms are for athletic events only.

^ Largest classroom can hold a maximum of 30 people.