

**ROOM RENTAL REQUEST**

Name : \_\_\_\_\_ Date of request \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

\_\_\_\_\_ One Time: Date of Event: \_\_\_\_\_

\_\_\_\_\_ Series: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Exceptions: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Area Requested: \_\_\_\_\_ Full gym \_\_\_\_\_ Half gym Hoops: \_\_\_ up \_\_\_ down

classroom(s) \_\_\_\_\_

Set- Up: \_\_\_ Separate Sheet attached Key Needed: \_\_\_ Yes \_\_\_ No

VP Activity Approval Signature for Key: \_\_\_\_\_

Rental Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_