

## BUILDING USE REQUEST FORM

Please print clearly and complete the entire form. An incomplete form will not be accepted.  
A 25% non-refundable deposit is required to secure the reservation.  
Additional fees may apply if the reservation is changed after it is finalized.

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Group (Committee/Organization): \_\_\_\_\_

Address (include city, state, zip code): \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM/PM Event End Time: \_\_\_\_\_ AM/PM

Arrival Time: \_\_\_\_\_ AM/PM Vacate Time: \_\_\_\_\_ AM/PM

Recurring Frequency (e.g., 3<sup>rd</sup> Friday of every month): \_\_\_\_\_

Last Day of Series: \_\_\_\_\_

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

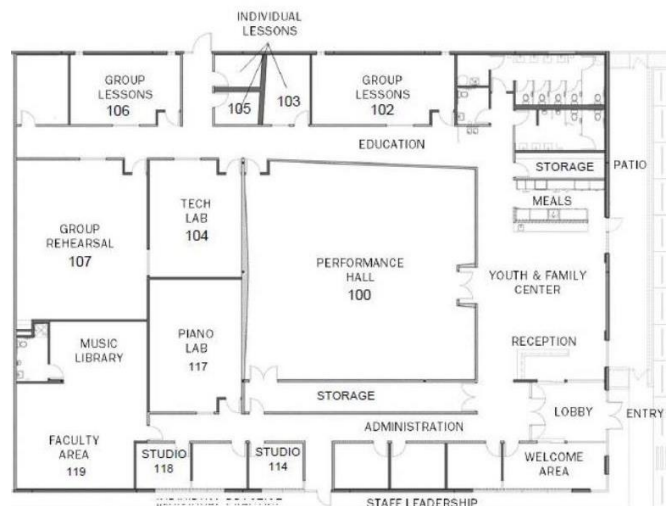
\_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Rooms Requested (please circle the rooms you would like to request):

- Performance Hall 100 (155 person capacity)
- Youth and Family Center 101 (40 person capacity)
- Group classroom 102 (20 person capacity)
- Studio 103 (3 person capacity)
- Studio 105 (3 person capacity)
- Group classroom 106 (15 person capacity)
- Rehearsal Hall 107 (70 person capacity)
- Studio 114 (2 person capacity)
- Studio 118 (2 person capacity)



Additional resources (please circle the items you would like to request and specify the quantity of each):

Extension cords \_\_\_\_\_

Screen and speaker, portable

Musician chairs \_\_\_\_\_

Screen and speaker, fixed (Performance hall only)

Folding chairs \_\_\_\_\_

Flip chart and paper

Padded chairs \_\_\_\_\_

LED media projector

Music stands \_\_\_\_\_

Applicant Name (printed): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Rosie's House Use Only\*\***

Request Approved By: \_\_\_\_\_

Date: \_\_\_\_\_