

NORTHWEST COMMUNITY CENTER ROOM RENTAL RESERVATION REQUEST FORM

TODAY'S DATE: _____

NAME OF STAFF TAKING REQUEST: _____

NAME OF GROUP: _____

CONTACT PERSON: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

COMPLETE STREET ADDRESS: _____

DATE OF RESERVATION: _____

TIME OF RESERVATION: _____ TO _____
(INCLUDE CLEAN UP TIME)

TOTAL # OF PEOPLE ATTENDING: _____

OF TABLES NEEDED: _____ # OF CHAIRS NEEDED: _____

WILL FOOD BE SERVED: YES/NO

WHICH ROOM(S):

- PARTY ROOM\$35.00 PER HOUR
- DANCE ROOM\$25.00 PER HOUR
- GYM.....\$25.00 PER HOUR
- CAFETERIA.....\$15.00 PER HOUR
- SAND COURT.....\$25.00 PER HOUR
- MUSIC ROOM.....\$15.00 PER HOUR
- TEEN ROOM\$15.00 PER HOUR

CENTER HOURS: MONDAY-THURSDAY 6AM-9PM, FRIDAY 6AM-6PM, SATURDAYS (VARIES) AND CLOSED SUNDAYS

AFTER HOURS RENTALS OR RENTALS AFTER 6 PM MONDAY-THURSDAY WILL BE AN ADDITIONAL \$25.00 AN HOUR. AN AFTER HOURS RENTAL IS ANY RENTAL OUTSIDE OF OUR NORMAL BUSINESS HOURS

Center Notes: