

Northwest Community Center

Rental Request Form

Email to: bsteadman@slco.org

| Personal Information | | | | |
|---|---------------|-----------|----------|--|
| Full Name | | | | |
| Name of Group Renting (if applicable) | | | | |
| Phone Number | | | | |
| Address | | | | |
| City | | | | |
| Zip Code | | | | |
| Email Address | | | | |
| Rental Information | | | | |
| Type of Event | | | | |
| Event Date(s) | | | | |
| Preferred Rental Time (must include time to set up and clean up) | | | | |
| Number of People Attending | | | | |
| What space/room are you looking to rent? (e.g. gym, party room, dance room) | | | | |
| Number of Tables Needed | | | | |
| Number of Chairs Needed | | | | |
| Are you planning to have food and/or drinks? | | | | |
| Will anyone be SELLING anything at the event? (e.g. food, merchandise, etc) | | | | |
| Will you be charging a GATE FEE or ENTRANCE FEE? | | | | |
| Are you a public or non-profit organization? | | | | |
| Facility Information and Pricing | | | | |
| Room | * Hourly Cost | Size | Capacity | Notes |
| Party Room | \$35 | 39' x 32' | 80 | Equipped with projector screen |
| Sand Court | \$25 | 96' x 60' | 100 | Indoor Sand Court – No food allowed |
| Gymnasium | \$25 | 48' x 88' | 100 | Actual basketball court size is 42' x 67' – NO food/drink |
| Cafeteria | \$15 | 36' x 23' | 30 | Retractable wall opens into gymnasium if desired |
| Meeting Room | \$15 | 41' x 20' | 30 | Equipped with projector and screen – NO food/drink |
| Dance Room | \$15 | 22' x 35' | 25 | Equipped with ballet bar and mirrored wall – NO food/drink |
| Music Room | \$15 | 32' x 12' | 15 | Equipped with piano and white board |
| *Hourly cost is based on a rental during normal business hours (see hours below) for LESS than 100 people. Any rental outside of normal business hours and any rental with more than 100 people will be charged an additional \$25 per hour for staffing . <i>Commercial/For-Profit rates will be charged 200% of standard rates.</i> | | | | |

Northwest Community Center Hours

Monday – Thursday.....6:00am – 9:00pm
 Friday.....6:00am – 6:00pm
 Saturday..... **10:00am – 2:00pm**
 Sunday.....Call for Hours

**We do not accept rentals past 10:00pm!*

Staff Notes: