

Northwest Community Center

Rental Request Form
Email to: slhemingway@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'	60	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
<i>*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. 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: