



Room Rental Application

APPLICANT INFORMATION		
Name:		Today's Date:
Organization Name:		
E-mail address:		Phone:
Address:		
City:	State:	ZIP Code:
RESERVATION DETAILS		
Type of Event:		
Date of Event:	Start Time:	End Time:
Room Requested:		Number of Guests:
Round Tables:	Rectangle Tables:	Chairs:
Other comments:		

ROOM PRICES (PER HOUR)	
Multi-Purpose Room (seats 0-40) -----	\$35.00
Multi-Purpose Room (seats 41-50) -----	\$40.00
Boardroom (meetings only) (seats 12-15) -----	\$35.00
<i>Event coordinator fee (\$15.00) is added to every weekend rental for a staff member to come unlock and lock the facility. Weekend room rentals require a minimum of 4 hours.</i>	
Total Hours:	Total Cost:

DEPOSIT	
Deposit Received: Yes <input type="checkbox"/> No <input type="checkbox"/> Waived <input type="checkbox"/>	Payment Method: Cash <input type="checkbox"/> Check <input type="checkbox"/> Card <input type="checkbox"/>
Rent Received: Yes <input type="checkbox"/> No <input type="checkbox"/> Waived <input type="checkbox"/>	Card Type: Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> Amex <input type="checkbox"/>
Name on the Card :	CARD #
ADDRESS: _____ CITY _____ ST: _____ ZIP: _____	
EXP: _____	CVV: _____
**A \$100.00 is required to hold the room reservation. You will get the deposit back in full 7-10 business days as long as there are no damages to the facility. We will return your deposit in the form of a check. Any damages that occur during the rental, to the facility or furniture, the amount will be deducted from the deposit. If the deposit does not cover all damages, there may be additional charges.	

CANCELLATIONS

You need to **notify the manager at least a week in advance** (weekends not included) before the event is canceled. A cancellation without a week's notice will **forfeit 50% of your deposit.**

The Collegium Café provides a space for meeting and events in a quiet and friendly atmosphere and offers internet access, café services and catering by request. The community center is available for meetings and events for organizations, institutes, agencies etc. during weekdays. It is available for activities, events and celebrations for community residents on the weekends. All reservations need to be made at least 7 days prior to the event. (Subject to availability)

FACILITY USE RULES

- a) Absolutely NO ALCOHOL inside the building or the parking lot.
- b) NO smoking inside the building (including entryways and bathrooms)
- c) No staples or industrial strength tape on walls, ceilings, floors, etc.
- d) Fire exits and main entrances will not be blocked at any time.
- e) Collegium Café staff will not be held liable for stolen/lost articles, damage to vehicles, items stolen from vehicles, or any personal injuries that may occur during your rental.
- f) The Café furniture (tables, chairs, etc.) are not allowed to be used outside the facility.

WEEKEND EVENTS

- a) Absolutely NO fights or bad behavior
- b) Representative is responsible to inform guests of the rules and regulations of this contract.
- c) All trash accumulated will be bagged and taken to the dumpster prior to leaving the building.
- d) Music should be played at a moderate volume that will not disturb the neighbors.
- e) All music and entertainment shall cease at 10:00PM
- f) The CFS management reserves the right to stop any event because of aforementioned bad behavior.

I understand and agree to the guidelines on front and back of this form. I take full responsibility for any and all damages that may result from use of the facility which shall include but is not limited to extra custodial charges and possible repair costs. I also agree that if alcohol is brought into the facility or used in the parking lot the event will be immediately closed down and the money (deposit and rental) forfeited.

For any additional information please contact the Café manager - Rachel Gaddam - 509-380-0963 or rachel@centerforsharing.org

Signature of applicant:

Date: