

Community Room Rental Request Form

Please complete this form to request use of the community room. Submission of this form does not guarantee approval; requests are subject to availability and any applicable policies or fees.

Requester Information

Requester Name	_____
Organization or Group	_____
Phone Number	_____
Email Address	_____

Event Details

Day of Event	_____
Date of Event	_____
Event Start Time	_____
Event End Time	_____
Number of Hours Requested	_____
Type or Purpose of Event	_____
Estimated Number of Guests	_____

Bartending Services

Would you like to request bartending services for this event?

☐ Yes ☐ No

Acknowledgment

I understand that this request is subject to approval, room availability, and any applicable rental rules, fees, or service requirements.

Requester Signature	_____
Date Submitted	_____

Approved By	
Approval Date	