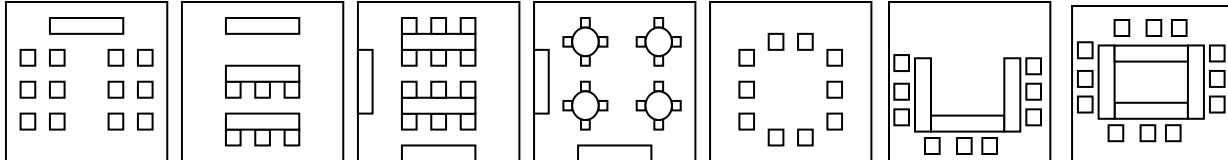


3. COMMUNITY ROOM SETUP

Please select one of the facility set up styles below or provide a diagram on a separate sheet of paper.

- Lecture Style:** One table in front and chairs in two sections with an isle in the middle
- Classroom Style:** One table in front and tables with chairs facing the front across the room
- Banquet Style 1:** Rectangle tables with chairs placed accordingly and tables along the side for food or other materials
- Banquet Style 2:** Round tables with chairs placed accordingly and tables along the side for food or other materials
- Circle Discussion Style:** Chairs in a circle facing the middle
- U Shape:** Rectangle tables placed on three sides with chairs around the outside facing the middle
- Square Style:** Rectangle tables placed in a square with chairs around the outside facing the middle
- Diagram Supplied:** Renter supplies diagram for layout of the tables and chairs
- None (Clear Room):** No tables or chairs are setup

LAYOUT EXAMPLES: *These designs are for illustrative purposes only. Actual table and chair dimensions are not portrayed.*



Lecture Style Classroom Style Banquet Style1 Banquet style2 Circle U Shape Square Style

4. SPECIAL ARRANGEMENTS

Will a caterer be used? No Yes Catering Company Name _____ Catering Company License #: _____

Please indicate if you will need any of the following: Podium LCD Projector VCR DVD
 Presentation Screen Overhead Projector

Please list any other special arrangements necessary for your rental request: _____

5. RENTAL PROCEDURE

(1) Complete, sign & date a Rental Request Form. (2) Submit by email, fax, mail or drop off at the front desk during facility hours. A security deposit is not required at this time. (3) Requests are typically reviewed within 1-2 business days and are subject to approval based on facility & staff availability. (4) You will be notified by phone or email (a) if the request has been approved; (b) if it is advisable to proceed with event arrangements (send out party invitations, etc); and (c) with a date to come in the facility to sign the Rental Contract & pay the rental fees in full. (5) Refer to the website for payment options, and to view the Rental Handbook which contains information about the facility, the rental process, rental policies and 2 week cancellation policy. (6) Changes to the Rental Contract are subject to a \$5 contract change fee.

6. STATEMENT OF UNDERSTANDING

I understand that this form is a request for rental, the completion of this form does not guarantee my rental of the requested facility. I have read and fully comprehend the facility and rental policies contained in the MCRC Rental Handbook.

Print _____

Signature _____

Date _____

OFFICE USE ONLY – DEPOSIT & APPROVAL INFORMATION

Rental Coordinator Reviewed & Approved Not Approved Initials: _____ Date: _____

RC Supervisor Reviewed & Approved Not Approved Initials: _____ Date: _____

Other Staff Reviewed & Approved Not Approved Initials: _____ Date: _____

Center Manager Reviewed & Approved Not Approved Initials: _____ Date: _____

Rental Status: Tentative (Date: ____/____/____) Firm (Date: ____/____/____)

Cancelled (Date: ____/____/____) Complete (Date: ____/____/____)

Notes: _____

Amount of Deposit / Payment \$ _____ Received On _____ Received By _____ Balance Due _____

Form of Payment Cash Check # _____ Visa MC Discover Am Exp Other _____