

Addendum

Meeting Room Use Request Form

WPBC Meeting Room Use Request Form

Account

Today's Date	_____
Organization	_____
Address	_____
Address	_____
City	_____ State _____ Zip _____
Home Phone	_____ Work Phone _____ Ext _____

Contact

Name	_____
Telephone	_____ Fax _____
Email	_____

Org

1. Is either a business or organization sponsoring this rental?	___ Yes	___ No
- Is your organization a registered 501(c)(3) not-for profit organization?	___ Yes	___ No
- Is your organization a church?	___ Yes	___ No
- Is your organization an educational institution?	___ Yes	___ No
- Is your organization a governmental agency?	___ Yes	___ No
2. Is a private individual sponsoring this rental?	___ Yes	___ No

General Use

Have you booked a room at WPBC before?	___ Yes	___ No
Is this booking a "third-party rental (i.e., are you renting for someone else)?"	___ Yes	___ No
Is your event open to the public?	___ Yes	___ No
Will you collect admissions, dues, donations, or fees?	___ Yes	___ No
Is your event a fundraiser?	___ Yes	___ No
Will you be advertising your event?	___ Yes	___ No
Are you requesting a fee waiver?	___ Yes	___ No

Plaza Room

Use

Will your event be catered?	___ Yes	___ No
Will you be serving food and/or drink?	___ Yes	___ No
Will alcohol be served?	___ Yes	___ No
Will red dye drinks (including red wine) be served?	___ Yes	___ No
Will you need extra time to decorate (setup & take down)	___ Yes	___ No

Sanctuary

Use

Will you need extra time to decorate (setup & take down)?	___ Yes	___ No
Will you be using the Organ or Piano?	___ Yes	___ No

* Smoking is only allowed outside of the building .

RENTAL RATES, -2014--2015 SEASON

Room Type	Capacity**	Rental Rates*		
		Member	Affiliated	Non-Affiliated/ General public
Sanctuary	100	No charge	\$63/hr	\$105/hr
Musical instruments in sanctuary --piano or organ	N/A	\$158/use	\$158/use	\$158/use
Sound System use in Sanctuary	N/A	No charge	\$53/use	\$53/use
Plaza Room	100	No charge	\$32/hr	\$53/hr
(5 sections)				
(3 sections)	50	No charge	\$16/hr	\$27/hr
Kitchen	5	No charge	\$19/use	\$32/use
Outside electrical outlet	N/A	No charge	\$19/use Summer Pass - \$90	\$32/use Summer Pass - \$150
Small Meeting Rooms (Upstairs)	10	No charge	\$16/hr	\$27/hr

Room Booking 1

<u>Location</u>	<u>Room Type</u>	<u>Rental Date</u>	<u>Rental Time</u>	<u>No. Persons</u>
_____	_____	_____	_____	_____
Room Use _____				
Additional Information _____				
Alternate Dates/Times _____				

Room Booking 2

<u>Location</u>	<u>Room Type</u>	<u>Rental Date</u>	<u>Rental Time</u>	<u>Persons</u>
_____	_____	_____	_____	_____
Room Use _____				
Additional Information _____				
Alternate Dates/Times _____				

Room Booking 3

<u>Location</u>	<u>Room Type</u>	<u>Rental Date</u>	<u>Rental Time</u>	<u>Persons</u>
_____	_____	_____	_____	_____
Room Use _____				
Additional Information _____				
Alternate Dates/Times _____				

(Attach additional sheets for more booking requests)

WPBC Use Only

Date Received _____ Received by _____

Accepted _____ Denied _____ Reason _____

HH ID _____ Rsv. No. _____ Date Acknowledged _____