



Community Room Use Request and Agreement

Group or Business Name				
Non-Profit (Y/N)				
Contact Name				
Contact Title				
Email				
Telephone				
Rental Date(s) <i>Meetings may not be scheduled more than three months in advance. Rental will be on a first come, first served basis. Chamber meetings take priority. Mondays-Fridays highly preferred *Saturdays upon request</i>				
Event Time <i>Events may only occur between the hours of 7:00am-6:00pm, Monday-Saturday</i>	Start Time		End Time	
Event Purpose and Description of Activity <i>Rentals are for business-related purposes only. NO personal events</i> NO PRINTING AT GOODWILL AVAILABLE				
Equipment Needed (Y/N) <i>No outside rental equipment is permitted.</i>	Projector/ Screen:	Microphone:	Tables:	Chairs:
Number of people expected to attend <i>capacity 60 people</i>				
Food/Catering <i>Will you be providing food during your event? (Y/N) Please explain</i> BRING YOUR OWN DISPOSABLE TABLEWARE				
Drinks/Beverages <i>Will you be providing beverages during your event? (Y/N) Please explain</i>				
Goodwill Presentation <i>When would Goodwill be able to present? Beginning, Break, Middle, End</i>				



