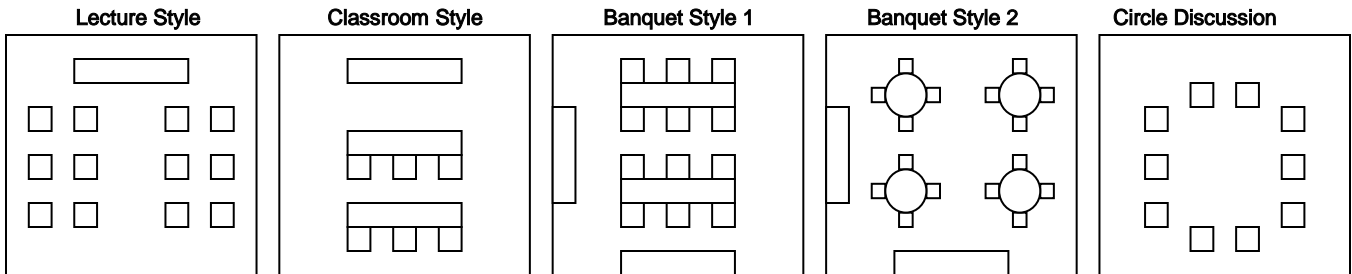


3. COMMUNITY ROOM SETUP

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 aisle in the middle
- Classroom Style:** One table in front and tables with chairs facing the front across the room
- Banquet Style 1:** Square 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
- 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.



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 Microphone LCD Projector Presentation Screen
 TV VCR DVD Overhead Projector

For Birthday Party Deluxe Upgrade: (Note: pizza and soda for 30 guests)

Types of pizza: (check types) Cheese Pepperoni Sausage

Types of soda: (check types) Coke Diet Coke Sprite

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

5. STATEMENT OF UNDERSTANDING

I understand that this form is a request for rental, the rental deposit and 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.

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 \$ _____ Received On _____ Received By _____

Form of Payment Cash Check # _____ Visa/MC # _____ Exp. _____