

**RENTAL REQUEST  
NEWMAN CATHOLIC CENTER**

**Event Date by Preference:**

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**Hours of the Event** \_\_\_\_\_ **RSO?** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Organization Purpose:** \_\_\_\_\_

**Describe Purpose of the Event:** \_\_\_\_\_

\_\_\_\_\_

**Will tickets be sold?** \_\_\_\_\_ **Price of admission** \_\_\_\_\_ **#of people expected** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Requesting what room:** Chapel      Classroom #1    Classroom #2  
Burke Lounge   Quigley Room      Library      Bartley Room      Cafeteria

**Meeting Requirements:** #Number of chairs \_\_\_\_\_ #Tables \_\_\_\_\_ Podium \_\_\_\_\_  
Screen \_\_\_\_\_ Projector \_\_\_\_\_ DVD \_\_\_\_\_ Use of Kitchen \_\_\_\_\_  
Other \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

**RENTAL FEES**

- Classrooms - \$50 per hour (50 people maximum)
- Lounges (Burke & Quigley) - \$100 per hour (60 people maximum)
- Chapel - \$100 per hour
- Cafeteria - \$200 per hour (499 people maximum)
- Audio Visual Equipment - \$25 per hour
- Bartley Board Room - \$100 per hour (30 people maximum)

*In some cases the fee may be negotiated*

**Please return completed form to the Director for approval**

**For Office Use Only**

Approved    Denied    \_\_\_\_\_ Date: \_\_\_\_\_

Newman Catholic Center Director