RENTAL REQUEST
NEWMAN CATHOLIC CENTER

Event Date by Preference:
1st Choice ________________ 2nd Choice ________________ 3rd 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