

*Family Housing Community Center Rental Request Form*

Name: \_\_\_\_\_

Family Housing Apartment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

- I acknowledge there will be complete compliance with **no smoking** in (or near) the Family Housing Community Center by myself or any of my guests.
- I acknowledge there will be complete compliance with the rental hours. I will not enter the Family Housing Community Center before the rental start time. The Family Housing Community Center will be cleaned up and all guests will have left by the rental end time.
- I acknowledge that I will not be granted usage of the Family Housing Community Center if the rental request form is not completed and the key is not signed out at the Family Housing Office, North Village, C-01.
- I acknowledge that I will follow the Family Housing Community Center Guidelines given to me when I rented the Community Center.
- I understand that I am responsible for the key to the center at all times and locking the space.
- I understand that the Family Housing Community Center has residents living adjacent to it and are impacted by noise. I will monitor the noise levels of my guests.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Use Only**

- Check Family Housing Community Center calendar to ensure the Community Center is not rented on the requested day and email the request to North Village Programs email address for final confirmation.
- Inform resident they can sign the Rental Request Form and sign out the Community Center key the day of rental, or Friday before the scheduled rental when rental is on a weekend, during regular business hours.

Staff Reviewing Request: \_\_\_\_\_

Date: \_\_\_\_\_