



Room Request Form

Today's Date and Time:
Name:
Organization:
Phone Number:
Email Address:
Date and Time Requested:
Set Up/Clean Up Time Needed
Room/Space Needed:
Set Up Requirements # tables/chairs , audience seating or around tables
Is this open to the public?
Name of Class or Activity
Description of Class or Activity:

Reminders

Fees: \$10/per hour/per classroom for non-profits, parent-led groups, support groups
\$25/per hour/per classroom for businesses

Rooms Available: 3 Classrooms & 2 Multipurpose Rooms

Resources Available (on a first come first served basis): Kitchen, playground, covered outdoor area

Payment: Rentals must be paid in full prior to the beginning of the event.

Cancellation Policy: Cancellations within 2-7 days of scheduled event will incur a 50% cancellation fee. Cancellations within 0-1 day of scheduled event will incur a 100% cancellation fee.

RISE Resource Center has the authority to deny this request or suggest date/time changes.
RISE Resource Center will take 2-3 days to authorize this request.

Requests may be submitted in person or via email.

Signature

Date

Title/Organization

RISE Office Use Only

Date Received:	Date Acknowledged:
Received by:	Acknowledged by:
Approved ____ Rejected ____	Reason:
Added to Master Room Schedule _____	Added to Website Calendar _____