

WHIRLING THUNDER CLASSROOM RESERVATION



Name _____

Phone _____ E-Mail _____

Organization Affiliation _____

Event Type _____

Room Requested: Downstairs Classroom / Upstairs Classroom

Date(s) Requested _____

Beginning and ending time _____

Equipment Needed _____

(Tables, Chairs, Projector, Conference Phone, etc.)

User is responsible for:

1. Set up and take down of tables and chairs.
2. Supervision of all activity participants and spectators.
3. Any damage to the room. This includes walls, lights, windows, doors, equipment, etc.
4. Cleaning of the room. This includes floors, tables, counters, etc. You are also responsible for the emptying of all trash containers and disposing all garbage into the dumpster located in the parking lot.

Signature of Requesting Party

Date

CLASSROOM(S) RENTAL RATE: \$10.00/hr. (FEES MUST BE PAID 24 HOURS IN ADVANCE)

TOTAL _____

APPROVED BY _____