

THE POINT RENTAL APPLICATION

Thank you for your interest in renting The Point. Your patronage directly supports staff and programming that are passionately committed to reaching out to our community.

Name: _____ Date: _____

Organization Name: _____

Name of Event: _____

Date Requested: _____ Time Requested (start/end): _____

Number of People Expected to Attend: _____ Time of Event: _____

Space Requested (please circle): Full Gymnasium $\frac{1}{2}$ Gymnasium

Is there an entrance fee or charge to attend or participate in your event? _____

Are you registered non-profit organization? _____

Contact Information: NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Equipment:

AUDIO

Portable Sound System _____

TABLES/CHAIRS (list how many)

Chairs _____ Tables _____

ATHLETIC EQUIPMENT (list how many where appropriate)

Basketball Nets _____ Volleyball Nets _____ Pickleball Nets _____

Catering:

Will you be serving food at this event? _____ Will a caterer be providing service? _____

If so, please list the caterer and contact number: _____

Would you like our coffeehouse open at this event? _____

Additional Important Information:

Please note that if your event is held during The Point's non-traditional seasonal hours, you will be required to have a staff person on hand at a charge. Please contact The Point for the building hours and rates. All rentals are made for the space requested and paid for only. Usage of additional spaces without consent through your rental contract will be charged to you. The Point reserves space on a first-come, first-served basis. Your request is not guaranteed until the application has been filled out and a rental agreement from The Point is signed and returned by you. Please initial here that you have read this information: _____

SIGNATURE

By signing this application, I acknowledge that I have filled it out to the best of my knowledge and have understood and accepted the rental policies and procedures.

NAME: _____ DATE: _____

For Management Only – do not fill out.

Director's Signature: _____

Rental Fee for Event: _____