



## Meeting Room Rental Application

*Before your rental, please review the Meeting Room Rental Guidelines and sign the Application.*

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

Company/ Organization name: \_\_\_\_\_

Telephone #: (bus) \_\_\_\_\_ (cell) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Purpose of rental: \_\_\_\_\_

Rental date(s): \_\_\_\_\_

Rental hours: (start time) \_\_\_\_\_ (end time): \_\_\_\_\_

Date damage deposit received: \_\_\_\_\_

Damage deposit payment method: \_\_\_\_\_

Notes: \_\_\_\_\_

In signing this Rental Agreement, I agree to these terms and those outlined in the "Board Room Use Guidelines". I understand that if I do not follow these terms, my damage deposit may be forfeited.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CGC's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***For office use only:***

Rental rate: \_\_\_\_\_

Payment received (date): \_\_\_\_\_ Payment method: \_\_\_\_\_ CGC initial: \_\_\_\_\_

Damage Deposit/ Key Returned (date): \_\_\_\_\_ CGC initial: \_\_\_\_\_