

# 540 Spaces Rental Request Form

## I want to rent:

- Douglass Auditorium (\$350/ per event)
  - Community Classroom at 540WMain (\$25/ hour + staffing fee)
  - Teaching & Nutrition Courtyard at 540WMain (coming soon)
  - I am not sure
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- In addition to completing this form please email [info540westmain@gmail.com](mailto:info540westmain@gmail.com) to schedule an in person tour for the space.
  - Completing this form does not confirm your rental request.
  - A minimum of 4 hours is required for all events booked on Saturday and Sunday

Date Requested  Today's Date

Name

Name of Organization

Email

Phone No.  Ext.

Start Time  End Time

No. Tables  No. Chairs

Will food be served?  Yes  No Food Table Requested?  Yes  No

- Requested Equipment:
- Blackboard
  - White Board
  - Projector
  - TV
  - Microphone
  - Ethernet
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