

# Request to Use Shrine Center

NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT PERSON:					
PHONE NUMBER:					
DATE REQUESTED:					
START TIME:		END TIME:			
ROOMS REQUESTED	MEETING <input type="checkbox"/>		OASIS <input type="checkbox"/>		KITCHEN <input type="checkbox"/>
APPROX. NO. ATTENDEES		FOOD SERVICE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CATERER	NAME:				
	STREET:				
	CITY:		STATE:		
	TELEPHONE:				
DEPOSIT					
<p><b>RULES:</b></p> <ol style="list-style-type: none"> <li>1. ROOM(S) MUST BE VACUMMED AFTER USE.</li> <li>2. KITCHEN MUST BE CLEAN             <ol style="list-style-type: none"> <li>A. GLASSES, PLATES, SILVERWARE – WASHED AND PUT AWAY</li> <li>B. NOTHING IS TO BE REMOVED FROM KITCHEN</li> </ol> </li> <li>3. KEY(S) MAY BE PICKED UP FROM SHRINE OFFICE 24 HRS. BEFORE EVENT</li> <li>4. KEY(S) MUST BE RETURNED NEXT BUSINESS DAY</li> <li>5. ALL TABLES AND CHAIRS MUST BE PUT IN STORAGE AREA – UNLESS OTHERWISE STATED</li> </ol>					

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SPONSORED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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