

## Facility Use Application

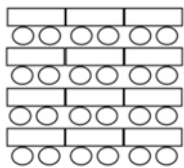
1. Name of Business/Individual: \_\_\_\_\_
2. Type of Event: \_\_\_\_\_
3. Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_
4. Estimated Number of Participants: \_\_\_\_\_
5. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Phone: \_\_\_\_\_
8. Will food be served? \_\_\_\_ Yes \_\_\_\_ No
9. Is the public invited? \_\_\_\_ Yes \_\_\_\_ No
10. Is a fee being charged for the event? \_\_\_\_ Yes \_\_\_\_ No
11. Do vendors or participants have booths to set up? \_\_\_\_ Yes \_\_\_\_ No

Requested Equipment: (Identify your equipment needs with an X)

- \_\_\_\_ Microphones  
\_\_\_\_ Podium of Technology (Computer, VCR, DVD, LCD Projector & Screen)  
\_\_\_\_ 30 Cup Coffee Pots  
\_\_\_\_ 50 Cup Cold Beverage Server **\*\*These are subject to change.**

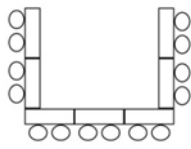
Setup Styles Available: (Circle your choice)

Classroom



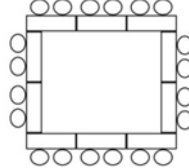
SEATING CAPACITY  
UP TO 70

U-shape



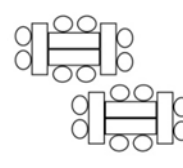
SEATING CAPACITY  
UP TO 36

Tables in 'O'



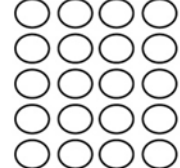
SEATING CAPACITY  
UP TO 46

Pods



SEATING CAPACITY  
UP TO 8 PODS

Chairs Only



SEATING CAPACITY  
UP TO 100

Conference Room Use Fees: Payment must be received 48 in advance.

\_\_\_\_ **\$200/Half Day**



\_\_\_\_ **\$400/Full Day**

(Over 4 hours)

**Security Deposit:** The User must submit a "Security Deposit" of \$275. Upon payment, the User will be placed on the facility use calendar. **(\*This check deposit is an addition to the rental fee)** This check is fully refundable and will be held, not cashed, as long as no damages occur, and cleaning is complete. This deposit is refundable upon written notification of cancellation **at least 30 days prior to event;** otherwise, it is non-refundable.

\_\_\_\_ If damages exceed the amount of the security deposit, I agree to pay any additional cost incurred due to damages that happened during my event.

**Sign Here:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUBMIT THIS FORM BY EMAIL TO – [info@kimmelorchard.org](mailto:info@kimmelorchard.org)**