



For Office Use Date received: _____ Time received: _____ Initials: _____
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Rental Request Form

Organization: _____

Contact Name: _____ Date of Birth: _____

Address: _____

City/State/Zipcode: _____

Phone: (H) _____ (W) _____

Email Address: _____

Requested Area (please check) _____ # Expected Guests

_____ Activity (Meeting) Room

_____ Haymeadow Activity Room

_____ Cattail Creek Courtyard

_____ Cooksville Multipurpose Room(s)

_____ Kitchen

_____ Large Rental Package

_____ Gymnasium (** 1 hr minimum on gym rentals permitted)

Rental Event Description: _____

Date Requested: _____ Alternate Date: _____

Event Time: _____

(** 2 hr minimum on rentals, including your set up and clean up time)

PLEASE NOTE: Please note this is just a request form. A Glenwood Community Center, Recreation and Parks staff member will contact you within 2 business days after checking availability. Submission of this request form confirms that applicant has read and understood the policies and procedures outlined in the Facility Rental Guide.

501C3 form required for Non-Profit Organizations seeking non-profit fee rates.