

North Laurel Community Center Rental Request Form

FOR OFFICE USE:

Date received: _____
Time received: _____
Initials: _____

Organization (If Applicable): _____

Contact Name: _____

Contact Date of Birth: _____

Address: _____

City/State/Zip: _____

Phone: (Home) _____ (Work) _____

(Cell) _____

Email Address: _____

Of Expected Guests: _____

Requested Area (please check)

- | | |
|---|---------------------------------|
| _____ Activity (Meeting) Room | _____ Savage Mill Activity Room |
| _____ Chesapeake Multipurpose Room(s) | _____ Kitchen (Caterer # _____) |
| _____ Gymnasium (1 hour minimum on gym rentals permitted) | _____ Large Rental Package |
| _____ Hammond Branch Room | _____ Park Pavilion |

Rental Event Description: _____

Date Requested: _____ Alternate Date: _____

Event Start and End Times: _____

(** 2 hour minimum on rentals, including your set up and clean up time)
Building Hours: 8 AM-9 PM Monday-Saturday; 9 AM-6 PM Sunday

PLEASE NOTE: Please note this is just a request form. A North Laurel Community Center staff member will contact you within two business days after checking availability.

501c3 form required for Non-Profit Organizations seeking non-profit fee rates.

Return completed Rental Request Forms to the North Laurel Community Center (9411 Whiskey Bottom Road, Laurel, MD 20723) or fax to 240-568-3030.

Submission of this form confirms that applicant has read and understands the policies and procedures outlined in this Facility Rental Guide.