



Ongoing Rental Application

Please read through the Ongoing Rental Guidelines & Regulations prior to completing this form.

Name of Applicant/Organization: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary Contact Name: _____

Phone Number: _____ **Email Address:** _____

Alternate Contact: _____

Phone Number: _____ **Email Address:** _____

Rental Period:

Day: _____

Recurrence: (every week, once a month, etc.) _____

Times

set-up: _____ **event start:** _____ **event end:** _____ **clean-up ends:** _____

Estimated Number of Attendees: _____

Will your event be open to the public? Yes No

Will you be charging for admission? Yes No if yes, ticket prices? _____

Spaces Requested

- | | | |
|--|---|--|
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Classroom A (first floor) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Main Hall | <input type="checkbox"/> Classroom B (second floor) | <input type="checkbox"/> Dressing Room |
| <input type="checkbox"/> Patio (outdoor seating) | | |

Special Elements: (ie. Live Band, Set pieces, banners, etc.)

I understand that this application in no way constitutes approval.

I have read through the Sherwood Center for the Arts Ongoing Rental Guidelines & Regulations.

I understand that City staff will contact me to notify me of any further requirements for my facility rental application.

Signature

Date

Qualifying Information:

Is Renter 21 years or older? _____

IF monthly rental fee is more than \$1,000, please include the following information:

- **References from previous Landlords or Leasor:**

Reference 1: _____ Phone: _____

Email: _____ Dates of rental: _____

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Email: _____ Dates of rental: _____

- **Attach a Budget Overview or Financial Statement document**