



## Room Rental Form | Conference Room

You will receive a notification from Houston Run Community Center confirming the dates and times you have requested. Full payment of the room rental is due upon receipt of confirmation. We accept cash or checks payable to Houston Run Properties. Cancellation is required 5 days prior to the date of your event to be eligible for a full refund. Your signature on this form indicates your agreement with the uses, policies, procedures, and guidelines outlined in the attached policy.

**Checks made payable to:** Houston Run Properties, LLC | 835 Houston Run Drive, Suite 200, Gap, PA 17527

### Applicant Information

Applicant's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Event Details

*\*\*If your event begins or lasts beyond normal business hours, a fee of \$100.00 per hour (or any part of an hour) will apply. The Property Coordinator must approve extended hours.*

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
*Start time should include set up. End time should include clean up.*

Total # of Attendees: \_\_\_\_\_  
*(Max 10)*

Event Description: \_\_\_\_\_

Would you like information on catering options? ..... Yes  No

Will you be using Shady Maple Café to cater? ..... Yes  No

**Availability:** Monday – Friday, 8:00 AM – 8:00 PM, Saturday – upon approval

**Fees\*\*** (Please select from the pricing options below. Non-profits must provide proof of 501C3 Status.)

- |   |  |
|---|--|
| <input type="checkbox"/> \$40.00 per hour (up to 3 hours)     | <input type="checkbox"/> Non-Profit \$30.00 per hour |
| <input type="checkbox"/> \$150.00 per day (more than 4 hours) | <input type="checkbox"/> Non-Profit \$112.50 per day |

**\*See back for set up specifics**



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### Room Set-Up

*(Select options that apply and indicate quantity needed. Items are available on a first come, first serve basis.)*

Item	Amount Needed	Cost
<input type="checkbox"/> Conference table and up to 10 executive chairs	<u>Included</u>	<u>Included</u>
<input type="checkbox"/> White board, flip chart, tack board combo	<u>Included</u>	<u>Included</u>
<input type="checkbox"/> Small media screen	<u>Included</u>	<u>Included</u>
<input type="checkbox"/> Wireless internet connection	<u>Included</u>	<u>Included</u>
<input type="checkbox"/> Wet bar (small sink) with extended counter top	<u>Included</u>	<u>Included</u>
<b>Available at additional costs:</b> <i>(The following items are available on request on a first come, first serve basis. Select options that apply and indicate quantity needed.)</i>		
<input type="checkbox"/> Display easel	_____	<u>No Charge</u>
<input type="checkbox"/> TV/DVD cart	_____	<u>No Charge</u>
<input type="checkbox"/> Podium	_____	<u>No Charge</u>
<input type="checkbox"/> Projector (1 available)	_____	<u>\$10.00</u>

*I have read the policies governing the use of meeting rooms at Houston Run Community Center and agree to all uses, policies, procedures, and guidelines. By signing below, I agree to these terms.*

\_\_\_\_\_  
Signature of Applicant / Printed Name

\_\_\_\_\_  
Date

### Staff Use Only:

Payment received –  Cash  Check # \_\_\_\_\_  Scheduled and routed via Outlook invite