

**TENANT RENTAL REQUEST  
CAFÉ/CLASSROOM**



ORGANIZATION: \_\_\_\_\_

RESPONSIBLE

PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE(S)

REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_

DESCRIPTION OF

ACTIVITY: \_\_\_\_\_

**RENTAL FEE:** \$25 (8 hr block). Payment for the use of space is due no later than the date of the event. If special payment arrangements are required, it must be requested and approved, by the center director, *prior* to the date of rental. Initial here if payment arrangements are being requested at this time \_\_\_\_\_.

**GUIDELINES FOR THE USE OF SPACE**

*(Please initial after each item below)*

1. Renter is expected to clean up after each activity. Trash must be collected and placed in bags, then delivered to the dumpster. Floors are to be left cleaned. \_\_\_\_\_
2. If the room is left not cleaned after each activity a cleaning charge of \$25.00 will assessed in addition to the rental fee. \_\_\_\_\_
3. After each night time activity, renter must turn off lights and check all exit doors insure they are locked. \_\_\_\_\_
4. After hours activities must be arranged in advance with the L5PCC office. \_\_\_\_\_
5. Parking is available in the rear parking lot or the facing Euclid Avenue. \_\_\_\_\_
6. I UNDERSTAND THAT IF MY FEE IS NOT PAID MY RESERVATION WILL BE CANCELED AT ANY TIME \_\_\_\_\_

**Signatures:**

\_\_\_\_\_

L5PCC

\_\_\_\_\_

Authorized Person

**FOR CENTER USE**

**ONLY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_