



# FACILITY RENTAL APPLICATION

Facility Rental Applications must be received a minimum of 10 business days prior to the rental date. **SUBMISSION OF A FACILITY RENTAL APPLICATION DOES NOT CONSTITUTE APPROVAL.** Please read through the Facility Rental Guidelines & Regulations prior to completing this form.

Name of Applicant \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Resident  Non-resident  For-profit  Non-profit - nonprofit Tax ID number \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

## Spaces Requested

Dining Room

Small Classroom

Full Kitchen

Lounge

Large Classroom

Catering Kitchen

Whole Building \*

Patio

Full Kitchen with Dining

\*Does not include Full Kitchen

Event Name (if applicable) \_\_\_\_\_

Reservation Date \_\_\_\_\_ Estimated Number of Attendees \_\_\_\_\_

Setup Begins\* \_\_\_\_\_ Event Starts \_\_\_\_\_ Event Ends \_\_\_\_\_ Cleanup Ends\* \_\_\_\_\_

*\*Set-up & Clean-up must be at least 30 minutes each. Please see guidelines for cleanup requirements.  
If you are requesting to rent spaces for multiple dates and times, please attach a full schedule.*

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

Will your event be open to the public?  Yes  No

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

Will your event include any of the following: *Please see guidelines for insurance requirements.*

Food Catering Company \_\_\_\_\_

Alcohol Alcohol Caterer \_\_\_\_\_

DJ Music Company \_\_\_\_\_

Live Music Band Name \_\_\_\_\_

Other Special Elements and/or Requests:

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***I understand that this application in no way constitutes approval. I have read through the Marjorie Stewart Community Center Rental Guidelines & Regulations. I understand that City staff will contact me to notify me of any further requirements for my facility rental.***

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Signature

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Date

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**STEPS IN FACILITY RENTAL PROCESS:**

**Step 1:** Fill out application and submit to the Marjorie Stewart Community Center:

Email to: BurbankM@SherwoodOregon.gov

Mail to: 21907 SW Sherwood Blvd, Sherwood, OR 97140

Or drop it off in person!

**Step 2:** *After approval*, submit deposit and signed contract to secure date\*

**Step 3:** Submit required paperwork as necessary – Certificates of Insurance, proof of non-profit status, and schedule (for rentals with multiple dates)

**Step 4:** Have a great Event!

**\*Deposit cannot be received until a contract is created and signed**