



PIPESTEM COMMUNITY CENTER
GENERAL RENTAL APPLICATION

Thank you for choosing the Pipestem Community Center for your event! This rental application, along with payment, and a signed copy of the rules and regulations must be completed and returned prior to the event date. The date requested is not considered approved or confirmed until all information has been received.

RATE \$150 - Full Day \$100 - 1/2 Day (Monday through Thursday only)

GENERAL REQUIREMENTS

- Must be a minimum of 21 years of age to rent the facility.
- Reservations will be on a "first come, first serve" basis and subject to approval.
- Set-up the day before "the confirmed reservation date" is not allowed.
- All food, decorations and equipment must be removed from the facility once the scheduled event is over. Any items left will be thrown away. Pipestem Community Foundation will not be responsible for items damaged or disposed of after an event.
- Space must be cleaned and premises vacated by 11:00 PM.
- Pipestem Community Foundation is not responsible for any damage, loss, or injury incurred while using the facilities.

NAME _____ AGE _____

NAME OF ORGANIZATION (If applicable) _____

ADDRESS _____

PHONE _____

EMAIL _____

APPLICATION TYPE (please choose one) Individual Nonprofit For-profit

PURPOSE OF EVENT _____

NUMBER OF EXPECTED ATTENDEES _____

DATE REQUESTED _____

TIME REQUESTED _____ to _____
(Please allow time for setup and clean up.)

Please read and sign the Rules and Regulations for the Pipestem Community Center.

APPLICANT SIGNATURE _____

DATE _____