



Lummi Te'Ti'Sen Center

4920 Rural Avenue | Ferndale, WA 98248 (360) 389-0533

MULTI-PURPOSE ROOM - RENTAL REQUEST TO RESERVE

Rental Fee's: \$25/Per Hour (2 Hour Minimum) or \$200 Per Day

APPLICANT INFORMATION:

Name of Requestor: _____

Contact Number: _____ Email: _____

Responsible Entity/Organization: _____

Address (Billing): _____

Purchase Order # *(if applicable)* _____

REQUEST: (**Note: rental is not secured without confirmation from Te'Ti'Sen Center Management)

Date(s) requested**: _____

Hours of Use: (Hours MUST include set-up and Take down)

Total Hours Requested _____ Event Start Time: _____ End Time: _____

Purpose of Use: _____ Number of attendees: _____

Equipment needed: (Please check all that apply)

☐ Tables ☐ Microphone ☐ Projector *(Extra Fee)*

☐ Chairs ☐ Speaker ☐ Projector Screen *(Extra Fee)*

SIGNATURE AND ACKNOWLEDGEMENT:

I agree that the above statements are true and correct. I agree that it is my responsibility to honor all policies and procedures and to read the attached Multi-Purpose Room Facility Rules and Regulations Agreement. I understand Lummi Te'Ti'Sen Center is ONLY expected to provide services and equipment identified and agreed to in this contract. If requested, we, as renters will provide written proof of insurance. I understand I am responsible to cover any equipment and/or property that are damaged during my use. **I understand that my payment is due at least 10 business days prior to my scheduled event and is non-refundable, unless otherwise arranged in writing with management.**

Signature: _____ Print Name: _____ Date _____