

## MAPS event reservation request form.



Primary Requester's name:

Secondary Requester's name:

Requester's email:

Requester's tel no: Cell:

Home:

Event Title:

Public event:

\*Private event:

Start date:

End Date:

Start Time:

End Time:

Is this a recurring event:

Yes:

No:

If yes, please mark which one applies: Monthly:

Weekly:

Mon:

Tues:

Wed:

Thu:

Fri:

Sat:

Sun:

Will there be food served?

Yes:

No:

Expected # of attendees:

Which room will you be using for your meeting/event?

Musala Brothers:  Sisters:  ; New MPR:

Babysitting room:

Any special arrangements needed to accommodate your event: Yes:

No:

If yes, please write in the box below:

Please note that you are responsible for cleaning after your event and leaving the place as you have received it. There will be a charge for clean-up if it is not done or any damage caused by your event/meeting. We also ask that you follow all rules for using the facility including parking regulations, refer to the [guidelines](#) of using the facility which is posted on our [website](#). If you don't have access to the website, please request a hard copy prior to signing the contract.  
\* There is a \$50.00 fee for private event, with a minimum of 3 hrs reservation. Please see more details in [facility guidelines](#).

Please email your request to the facilities coordinator: [facilities@mapsredmond.org](mailto:facilities@mapsredmond.org)

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