

YWCA Room Rental Application

Name:	Phone:	Today's Date:
Address:		
Best Number to Contact You:	Email:	

BILLING INFORMATION

*Non-profit organizations receive a 50% discount on rentals. Please verify with a 501 (c) 3 letter.
 *A deposit of 50% of the total cost of rental is required to reserve a room. Full payment must be received one week in advance of room rental, or the room will be released and rental is not guaranteed.
 * Cancellations less than two weeks prior to event will not be refunded, unless the cancellation is made by YWCA High Point.

YWCA Member: Y/N	Member ID Number:	Invoice via Email / US Post (circle one)
Non-profit: Y/N	Tax ID Number:	

RESERVATION SPECIFICS

Date Needed:	Type of Event: Total Number of People Expected: Will Food be Served? Y / N
Start Time:	End Time:
Total Number of Hours:	
Number of Chairs Needed:	
Number of Tables Needed:	

Set up and Clean up time must be included in your rental

ROOM RENTAL INFORMATION

ROOM	RATE	Total Hours	Total Cost
ALL PURPOSE ROOM Occupancy: 75 banquet style, 100 Auditorium Style	\$100 per hour \$20 / hour staff fee for non-business hours		
MEETING ROOM /GATEWOOD Occupancy: 30 Banquet style, 40 auditorium style	\$75 per hour \$20 / hour staff fee for non-business hours		
FIESTA ROOM Occupancy: 25 seated	\$50 per hour \$20 / hour staff fee for non-business hours		
OUTDOOR PICNIC AREA AND BASKETBALL COURT	\$50 per hour \$20 / hour staff fee for non-business hours		
Total:			280

I have read and agree to the room rental policies of the YWCA High Point. I also understand that I am responsible for all set up and clean up of the facility.

Signature of Applicant:	Date:
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OFFICE USE ONLY

Deposit Amount: \$ _____	Date Deposit Received: _____	Check Number: _____
YWCA Staff: _____	Credit Card: _____	Cash: _____
Balance Due: \$ _____		