

SPACE USE REQUEST

Please PRINT clearly in ink and complete all necessary information. Upon completion, submit this form to space@hopes.org no later than 1 week before the event for scheduling.

Name _____ Date _____ Type of Event _____

Organization: _____ Number of Attendees: _____

Time(s): _____ Number of days requested: _____

Date(s): _____

Insurance Carrier: _____

A copy of your insurance certificate must be attached to the request at the time of submission to be considered.

Request Type

(Only one type of request per form)

- Single Use Request**
- Recurring Request** _____
- Intermittent Request** _____

Room Requested		Hours	Cost
<input type="checkbox"/> Gym	<i>(Minimum 4 Hours)</i>	\$ 125/Hour	_____
<input type="checkbox"/> Conference Room	<i>(Minimum 2 Hours)</i>	\$ 75/Hour	_____
<input type="checkbox"/> Computer Lab	<i>(Minimum 1 Hour)</i>	\$ 75/Hour	_____

Restroom is available for use.

Special Setup Required Yes No (If special setup is required, please complete page 2.)

Person responsible for condition of space after use: _____

Availability confirmed by _____ Date: _____

Payment Received \$ _____ By: _____ Date: _____

Director Signature: _____ Date: _____

- Scheduled Entered on Calendar
- Not able to be scheduled Reason: _____

SPACE RENTAL AND USE FEES

RENTAL FEES		Hourly Rates			
SPACE/ITEM		Regular	Non-Profit/Partner/HOPES Staff	Faculty	Students
Gym		\$ 125			
Conference Room		\$ 75			
Computer Lab		\$ 75			
Lighting/Sound Operator		\$ 35			
EQUIPMENT USE FEES		Event Rates			
LAPTOP/PROJECTOR		\$ 20			
PODIUM		\$ 10			
OVERHEAD PROJECTOR & SCREEN		\$ 30			
EXTENSION CHORDS/CHORD		\$ 5			
PROJECTION SCREEN		\$ 20			
SOUND SYSTEM/MICROPHONE		\$ 20			
EASEL/PAPER		\$ 10			
TABLE CLOTHS/TABLE		\$ 10			
SETUP FEES		Event Rates			
Classroom style	Rows of tables with 2 or 3 chairs at each one, with tables arranged to face the front of the room. Appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience.		\$ 30		
Theater style	Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Maximizes meeting room space utilization. Theater works well when the audience needs to take minimal notes and/or the presentation is 2 hours or less in length.		\$ 100		
Conference style	Six-foot or eight-foot conference tables clustered in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables. Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.		\$ 40		
U-Shape	Six- or eight-foot conference tables placed end to end in the room to form the shape of a U. Chairs are placed around the outside of the U. Small groups that require conversations between the presenter and audience, as well as conversations between the participants.		\$ 50		
Hollow Square	Six- or eight-foot conference tables placed in a rectangular outline with open space in the middle. Chairs are placed around the perimeter of the square. Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.		\$ 60		
Banquet style (Up to six round tables; tablecloths recommended)	Used for food functions, standard round tables of either 60 or 72 inches in diameter are used to seat 8 to 12 people.		\$ 100		
Chevron or "V" Shape	The chevron arrangement allows discussion among small groups of participants during or immediately after a larger group activity. Chevron creates a more enclosed type of feel for the presenter and audience.		\$ 30		
Herringbone	Appropriate when the meeting is an informational type presentation. The presenter is providing the information, with some dialogue with the audience. Herringbone creates a more enclosed type of feel for the presenter and audience.		\$ 40		

DAMAGE TO FUNCTION SPACE OR EQUIPMENT

_____ accepts responsibility for the security of any equipment and agrees to pay for any damage to the space or equipment provided that occurs while using it. Equipment used after 5pm is the responsibility of the borrower until it can be returned to HOPES, Inc. the following day at 9am. By signing this document you are legally adhering to all rules, regulations and policies of HOPES, Inc.