



# SENIOR CENTER HALL RENTAL REQUEST FORM

Date: \_\_\_\_\_ Time Block: \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated # Attendees: \_\_\_\_\_

Event Type / Details: \_\_\_\_\_

Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Member Email: \_\_\_\_\_

APPROVAL \_\_\_\_\_ Date: \_\_\_\_\_

White copy - Parks & Recreation Office

Yellow Copy - Renting Member

Upon approval, payments are made at Spanish Fork Parks & Recreation Office, 775 North Main. Office Hours are Monday through Friday, 8 am to 5 pm, excluding holidays.

**SAMPLE**