



## PATRON / CATERER ROOM USE FORM

DATE OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

NAME OF PATRON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ROOM REQUESTED:

SOCIAL HALL: \_\_\_\_\_ GYM: \_\_\_\_\_

EXPECTED AMOUNT OF PEOPLE:

100 OR LESS: \_\_\_\_\_ 101-175: \_\_\_\_\_ 176-299: \_\_\_\_\_ 300+: \_\_\_\_\_

MEMBER \_\_\_\_\_ NON-MEMBER \_\_\_\_\_

**PLEASE NOTE: THIS FORM MUST BE SUBMITTED IN ORDER TO HOLD A DATE FOR RENTAL. ONCE FORM IS RECEIVED, A YISI REPRESENTATIVE WILL CONTACT THE PATRON/CATERER WITH PRICING WITHIN 48 HOURS. PAYMENT MUST BE RECEIVED BY YISI WITHIN 3 DAYS, IN ORDER TO RESERVE ROOM. AFTER 72 HOURS, YISI WILL KEEP THE DATE(S) OPEN TO OTHERS, UNTIL PAYMENT IS RECEIVED. THE MINIMUM EXPECTED AMOUNTS MUST BE PAID UPON BOOKING AND ANY OVERAGES MUST BE PAID BEFORE DATE OF FUNCTION. CATERER IS RESPONSIBLE FOR \$250 FEE PER ROOM RENTAL.**

FORMS AND PAYMENT MAY BE SUBMITTED TO YISI OFFICE M-F 9AM-12PM AND 2PM-4PM.  
PLEASE FILL OUT THIS FORM OUT AS FULLY AS POSSIBLE AND SUBMIT IN ORDER TO HOLD ROOM.  
PLEASE INDICATE ANY QUESTIONS REGARDING THE RENTAL OF THE ROOM VIA [BOOKINGS@YISI.ORG](mailto:BOOKINGS@YISI.ORG)  
AND A YISI REPRESENTATIVE WILL CONTACT YOU WITHIN 48 HOURS M-F.

### YISI INTERNAL USE ONLY:

FORM RECEIVED BY: \_\_\_\_\_ TOTAL AMOUNT DUE: \_\_\_\_\_ TOTAL \$ RECEIVED: \_\_\_\_\_

DATE FORM RECEIVED: \_\_\_\_\_ DATE PAYMENT RECEIVED: \_\_\_\_\_ ROOM(S) RESERVED: \_\_\_\_\_

DATE/ROOM/TIME: 1- \_\_\_\_\_ 2- \_\_\_\_\_ 3- \_\_\_\_\_