



## ROOM RENTAL 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: PLEASE WRITE APPROX NUMBER

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 WITH PRICING. PAYMENT MUST BE RECEIVED IN FULL IN ORDER TO RESERVE ROOM. YISI WILL KEEP THE DATE(S) OPEN TO OTHERS UNTIL PAYMENT IS RECEIVED.**

**CATERER WILL BE RESPONSIBLE FOR A FEE PER ROOM RENTAL. FEE WILL BE INCLUDED IN EMAIL WITH ROOM PRICE QUOTE.**

Please fill out this form as fully as possible and return to [bookings@yisi.org](mailto:bookings@yisi.org) or to YISI office M-F, 9AM-12 PM.

Email [bookings@yisi.org](mailto:bookings@yisi.org) with any questions and a YISI representative will contact you.

### 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- \_\_\_\_\_