**IVY HALL FOUNDATION**

**2613 HUTCHINSON MCDONALD ROAD• CHARLOTTE, NC 28269 • (704)509.0811**

**Facility Rental Application**

**Today’s Date:**

**Name of Organization */* Individual leasing facility:**

**Name of individual making request:**

**(Must be at least 21 years of age)**

**Address**

**Home Phone Mobile Phone**

 **Work Phone Fax Number**

**Email**

**Event Activity Information**

**Type of event/activity to be held at the facility**

**Date of event/ activity Start and End Time \_ Nu mber of persons expected**

**Area requested: Conference Room \_ Conference Room 2 Equipment needed: Sound System- Microphones\_ Podium\_**

**Auditorium** \_

**Set-up requested: Classroom\_ Theater\_ Banquet\_**

**Please complete the following if applicable to your event activity:**

**Name of Directress/Director Business Phone**

**Name of DJ/Sound Engineer Business Phone**

**Name of Caterer Business Phone**

**Comments:**

**I certify that I am authorized to act for the above named applicant and that said applicant will be responsible for any and all damages to the equipment or facility, or any injuries that occur while it is used by the applicant, and that the charges as stated will be paid. I understand that a deposit of ½ basic rental price is required for all facility rentals. I further certify that the requested equipment and/or facility will be utilized strictly in accordance with the above stated purpose and type of activity to be conducted, and in accordance with the Ivy Hall Foundation Facility use and Rental Fee Statement.**

**Applicant Signature Date \_**

**For Office Use Only**

**Rental Request: One Time Rental Agreement\_ Multiple Use Rental Agreement\_**

**Request Processed by Date approved or denied \_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_**

**Deposit Received by Date Security Deposit Returned Yes No Amount refunded\_\_\_\_**

 **Amount Collected $ Cash Check\_\_\_\_ Receipt#**

**Rental Payment Received by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

 **Amount Collected $ \_\_\_\_\_\_**

**Cash\_\_\_\_\_ Check Receipt#**