



FACILITY RESERVATION APPLICATION

INSTRUCTIONS: Complete this form and return it to support@thelifeleaders.org. Please be prepared to pay applicable fees to secure your desired reservation date. Some activities may require a refundable deposit. It is highly recommended that you submit this application at least 2 weeks prior to your desired reservation date.

Cancellation must be received at least 48-hours before the scheduled event time.

PLEASE SELECT AT LEAST ONE: ☐ INDIVIDUAL ☐ CORPORATE/BUSINESS ☐ NONPROFIT ☐ OTHER

DESIRED RESERVATION DATE: _____ NUMBER OF ATTENDEES _____

SINGLE USE RESERVATION ☐ YES ☐ NO **or** MULTIPLE USE DATES: ____/____/____ through ____/____/____
Days of the week for multiple use dates: ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT

TIME OF EVENT _____ ☐ AM / ☐ PM to _____ ☐ AM / ☐ PM **(PLEASE INCLUDE SET-UP AND TAKE DOWN TIME)**

NAME OF INDIVIDUAL COMPLETING THIS FORM _____

PHONE # _____ EMAIL _____

NAME OF EVENT ORGANIZER OR COMPANY _____

PHONE # _____ EMAIL: _____

ACTIVITY OR ☐ MEETING/CONFERENCE ☐ TRAINING/INSTRUCTION ☐ CREATIVE/PRODUCTION

EVENT TYPE: ☐ PRIVATE GATHERING ☐ OTHER _____

IS THIS A FREE EVENT? ☐ YES ☐ NO USE OF MICROPHONES OR AMPLIFIED SOUND ☐ YES ☐ NO

WILL ALCOHOL BE SERVED AT THIS EVENT? ☐ YES ☐ NO

INCLUDED AMENITIES: Please select amenities needed.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> (11) CHAIRS
BLACK WITH WHEELS | <input type="checkbox"/> (2) 62" TABLES
BLACK RECTANGULAR | <input type="checkbox"/> (2) 62" TABLES
BROWN RECTANGULAR | <input type="checkbox"/> WI-FI UNLIMITED
DEVICE ACCESS |
| <input type="checkbox"/> (2) 39" TABLES
BLACK RECTANGULAR | <input type="checkbox"/> (1) 47" TABLES
BLACK RECTANGULAR | <input type="checkbox"/> (1) 55" ADMIN DESK
BROWN L-SHAPE | <input type="checkbox"/> CENTRAL A/C & HEAT |

ADDITIONAL AMENITIES: Please select additional amenities needed.

- | | | |
|--|--|--|
| <input type="checkbox"/> TV WITH HDMI & AIRPLAY
\$5.00 EACH (2 AVAIL) | <input type="checkbox"/> PROJECTOR WITH HDMI & BLUETOOTH
\$30 (1 AVAIL) | <input type="checkbox"/> STORAGE LOCKERS & LOCKS
\$3.00 EACH OR 5 LOCKERS \$10.00 |
| <input type="checkbox"/> LED LIGHT PACKAGE
\$20.00 CEILING LIGHTS &
(4) FLOOD LIGHTS | <input type="checkbox"/> WIRELESS BLUETOOTH SPEAKER
\$5.00 (1 AVAIL) | <input type="checkbox"/> WARDROBE RACK
\$5.00 (1 AVAIL) |

FACILITY RULES AND GENERAL POLICY

- Must adhere to all local, state, and federal COVID19 guidelines
- No Smoking inside the suite or building
- No Hazardous Materials
- No Cooking Inside
- Alcohol (*May Require Additional Deposit*)
- Guests must clean-up after event including emptying trash
- Keys, Locks, Remotes and Equipment must be returned undamaged (*May Require Additional Deposit*)

RIGHTS AND RESPONSIBILITIES

Initial

CANCELLATION POLICY: Reservations must be cancelled within 48-hours to receive 100% refund. Cancellations after 48-hours will receive a 50% refund. Notices to cancel must be received in writing by the individual completing this form or the event organizer.

Initial

FACILITY AND AMENITIES: Only those facilities and/or items on this form will be made available on the days(s) of your event. LIFE Leaders, Inc. staff and agents are NOT authorized to provide access to any facilities or amenities that are not approved IN WRITING and paid in full.

Initial

HOLD HARMLESS: The undersigned hereby agrees to be personally responsible, on behalf of the herein named organization, for any damage sustained by the LIFE Leaders, Inc. facility or its amenities thereto accruing through the occupancy of said facility by said organization, and further agrees to conform to all the Rules and General Policies of LIFE Leaders, Inc. governing the use of the facilities. The undersigned hereby agrees to hold LIFE Leaders, Inc., its governing Board, the individual members thereof, and all agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of LIFE Leaders, Inc. property.

Initial

STATEMENT OF INFORMATION: The undersigned states that, to the best of his/her knowledge, the LIFE Leaders, Inc. facility for use of which application is hereby made will not be used for the commission of any illegal act or activities intended to break any City, County, State or Federal Laws including acts of violence, other unlawful events, or activities not clearly indicated herein. The organization/individual on whose behalf he/she is making application for use of LIFE Leaders, Inc. facilities does not, to the best of his/her knowledge, plan to break any laws or other unlawful means. The statement is made under the penalties of perjury.

I UNDERSTAND THAT THIS REQUEST IS SUBJECT TO APPROVAL AND IS NOT A CONFIRMATION OF AVAILABILITY OF THE REQUESTED FACILITY. FURTHERMORE, I AGREE TO ALL CONDITIONS, RULES AND REGULATIONS AS SET FORTH BY LIFE LEADERS, INC.

Event Organizer/ Responsible Party Signature

Date