



# Facilities Request Form

Thank you for your interest in reserving space at Mt. Si Senior Center, 411 Main Ave. S., North Bend. Please complete all applicable information below and our facility coordinator will contact you with a cost quote, options for a tour, and the rental agreement.

## General Information

(please complete all fields)

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

## Rental Information

Desired Space:  Multipurpose Room  Dining Room  Commercial Kitchen

Classroom  Senior Lounge

Date(s) \_\_\_\_\_ Times \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_

Event Type (business meeting, private party, community event, other) \_\_\_\_\_

Expected Attendance: Adult \_\_\_\_\_ Youth \_\_\_\_\_

## Additional Services

Audio/Video Equipment (\$50 fee)

Alcohol Use (\$250 deposit, plus any additional security or cleanup costs deemed necessary)

Note: A banquet permit and event insurance are required with alcohol use

Room Cleanup (varies, limited availability)

Note: It is the responsibility of the renter to ensure the room is in the same condition it was prior to event.

Return the completed form to Mt. Si Senior Center, or email to [programs@mtsiseniorcenter.org](mailto:programs@mtsiseniorcenter.org). Please review our rental policies before submitting your request. If you have questions, call Demelza Riley, 425-888-3434. An agreement and invoice will be prepared for your rental. Certificate of insurance and banquet permit (if providing alcohol) are required upon signing agreement and paying all applicable deposits.

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Received By: \_\_\_\_\_ Date \_\_\_\_\_

Rental Management Notes:

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