



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. 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.

For Office Staff Use Only:

Non-binding estimate of rental cost:

Rental rate _____ X Hours _____ = _____ Rental Fees

A/V Equipment = _____

Clean Up Package = _____

Subtotal = _____

Less Non profit Discount = (_____)

Taxes = _____

Total Rental = _____

Deposits required

Rental Deposit (50%) of total Rental Fees = _____

Damage Deposit = _____ (refundable after rental)

Alcohol Deposit = _____ (refundable after rental)

Received By: _____ Date _____

Rental Management Notes:

Facilities Attendant Assigned: _____ Phone: _____