



EVENT DETAILS

Indicate the room you want to reserve (mark all that apply):

- Art Room Fireside Room Multi-Purpose Room Kitchen Gym Resource Room

Indicate how you will use the space (mark all that apply):

- Meeting Class Wedding Party Other (specify): _____
- Adults only Adults & Youth

Will you be serving food? Yes No

If yes, who is providing? Group member Caterer-delivered Caterer-prepared/served*

Will there be music? Yes No

If yes, please specify: Bringing system DJ* Live (which instruments?) _____

Will there be other Entertainment or Games? Yes No (E.g. face painter, magician, photo booth, etc...)

If yes, what is planned? _____

Who is providing it? Bringing it ourselves or Hiring a company *

Will there be other Additional Equipment brought in? (E.g. AV equip, chairs, tables, decorations, staging, etc...)

Yes No If yes, what is planned? _____

Who is providing it? Bringing it ourselves or Hiring a company *

**Special Uses: If hiring a company to provide a service for the reservation, a permit may be required and needs to be approved in advance. Please fill out an [Indoor Facility Special Use Form](#) deadline to meet requirements is 14 days prior to reservation date*

Will you be serving alcohol? Yes** No Will you be selling alcohol? Yes** No

** If yes, a Washington State Liquor & Cannabis Board Banquet Permit or Special Occasion License and an alcohol server with a Class 12 Permit are required. See [Facility Rental Guidelines](#) for all requirements that must be met a minimum of 5 business days prior to reservation date for approval. Alcohol service may not be approved during hours of scheduled youth programs in the complex.

Will you be collecting admissions? Yes No If yes, estimated amount: _____

Will you be selling items/food? Yes No If yes, what kind of items?: _____

EQUIPMENT (included with rental)

Renters are responsible for the care, condition, and cleaning of any equipment being used. The room has an inventoried set of tables/chairs available for use. **Table coverings are required.** It is the responsibility of the applicant to set-up, move tables and chairs for their purpose and to return room to original condition

Room equipment needed: (mark all that apply)

___ Stacking Chairs (150 avail.) ___ 6 ft Rectangular Tables (24 avail.) ___ 6ft Round Tables (8 avail.)

- White Board (Art Room Only) Projector Screen (MPR only) Podium

Kitchen equipment needed: Microwave Refrigerator Stove/Oven