



Facility Rental Request Form

DATE: _____

The information you provide in this application will be used to determine if space is available for rent. Requests should be made no later than 10 days in advance of rental date. Please allow 2 business days for a response to your request.

Please fill out form completely and see the return options below:

I. RENTER - INDIVIDUAL, ORGANIZATION OR COMPANY

Name: _____

Mailing Address: _____

City, State, Zip: _____

Are you a **501(c)3** (circle one): YES / NO Federal Tax ID #: _____

Contact Person: _____

Contact Phone #: _____ Contact Fax #: _____

Contact Email, Website: _____

2. REQUESTED DATE(S): 1) _____ 2) _____ 3) _____

3. SCHEDULE *(total time in studio/theater):*

Arrival Time: _____ Event Start Time: _____

Departure Time: _____ Event End Time: _____

4. TYPE OF EVENT (check one):

☐ PARTY, RECEPTION

☐ MEETING

☐ CLASS, WORKSHOP, SEMINAR

☐ SPECIAL EVENT

☐ OTHER (Please describe) _____

5. ATTENDEES: Indicate total number of expected attendees/guests _____

To Submit Completed Rental Request Form:

By Mail: Send to Rentals c/o Executive Director, 1747 Main Street Baton Rouge, LA 70802

By Email: Scan completed form and email to 1747mainrenovationproject@gmail.com

By Fax: Fax completed form to **225-341-8232** (no cover sheet necessary)

We Look Forward To Serving, Accomodating You, Your Group, During Your Next Event