



Native American House Space Request Form

All users must complete a Space Request form. NAH facilities are available Monday-Thursday, 9:00 am-9:00 pm and Friday 9:00 am- 5:00 pm. *Reservations for Saturday or Sunday, and events ending after regular business hours must be approved by the Director prior to the event.*

Users accept full responsibility for use and agree that they or their organization will:

- Clean rooms and equipment used during the event
- Remove trash to dumpster located behind the building
- Return furniture to its original location
- Complete and return the pink Event Information Form at the end of their event.

Note: Alcoholic beverages are prohibited on these premises.

Failure to adhere to these guidelines may result in loss of future usage privileges.

Room(s) available: 1st Floor Multipurpose Room
 2nd Floor Conference Room
 Kitchenette (no stove available)

CONTACT INFORMATION

First Name	Last Name
E-mail	Phone
Address	
Organization	

EVENT INFORMATION

Event Date	<input type="text"/>	Start Time	End Time
Expected Attendance		Event name	
Will you be serving food?			

Event Type	Meeting	Workshop	Class
	Social	Study Group	
	Other		

ACCOMMODATIONS

Please indicate any special set up required. Our tables require NAH staff to disassemble/assemble.

Additional Equipment	Projector Laptop speakers	Seating arrangement	large meeting table (12 people) chairs only
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Additional information or needs

I agree to the regulations outlined on this form and will be responsible for any charges incurred due to misuse of this facility.

Signature

Today's date

For office use only: Date Rec'd _____ Approved _____ Denied _____ Email sent _____

Revised 9/1/2015