



# Roland Lewis Building Rental Agreement

Name of Contact Person

Phone Number

Email Address

Name of Applicant, Organization or Event

Address

Room Rental

- Whole Building
- South End
- North End
- Small Meeting Room

Start Time and End Time

Type of Meeting

Set-up Style

- Classroom - Tables w/chairs on 1 side
- Potluck - Tables w/chairs on both sides
- Chairs Only

Number of expected attendance

Which direction to face?

Number of Head Tables

Number of Food Tables

I have read, understand and agree to abide by the Building Rental Policy of the City of Mt. Vernon facilities and equipment as stated within.

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## For Office Use Only

Date Received: \_\_\_\_\_ Staff: \_\_\_\_\_

Total Fees Due: \_\_\_\_\_ Setup Chart Received: \_\_\_\_\_

Fees Paid: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Balance Due: \_\_\_\_\_