

# Application for Room Reservations

Contact: Logan Lynn

internal use only:  
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Today's Date \_\_\_\_\_

## Applicant Information

CONTACT NAME & ORGANIZATION			
EMAIL / WEB SITE ADDRESS			
PHONE NUMBERS	WORK:	CELL:	
BILLING ADDRESS, CITY, STATE ZIP			

## Event

REQUESTED DATE			ALTERNATE DATE(S)			
TIMES	ARRIVE TIME:	EVENT START:	EVENT END:	LEAVE TIME:		
NUMBER OF ATTENDEES			IS IT A DROP-IN, PRE-REGISTER OR PRE-SOLD EVENT?			
REQUESTED ROOM	NORTH ROOM \$50/HOUR	<input type="checkbox"/>	LIBRARY \$35/HOUR	<input type="checkbox"/>	CONFERENCE ROOM A \$25/HOUR	<input type="checkbox"/>
	SOUTH ROOM \$40/HOUR	<input type="checkbox"/>			CONFERENCE ROOM B \$25/HOUR	<input type="checkbox"/>
SPECIAL SETUP, EQUIPMENT OR ROOM CONFIGURATION? (ADDITIONAL FEES MAY APPLY)						
IF THIS EVENT IS OPEN TO THE PUBLIC, PLEASE PROVIDE A CONTACT NAME AND EMAIL THAT WE CAN DISTRIBUTE.						
ARE YOU SERVING FOOD?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ARE YOU SERVING ALCOHOL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IS THERE A FEE FOR THE EVENT?			WILL A SIGNER/INTERPRETER BE PRESENT AT YOUR EVENT?			

PLEASE PROVIDE A DESCRIPTION OF YOUR EVENT, INCLUDING ANY BUZZWORDS THAT PEOPLE MAY USE TO DESCRIBE IT. THIS WILL BE HELPFUL IN DETERMINING THE APPROPRIATE ROOM AND ALSO HELPS THOSE THAT WILL FIELD INQUIRIES ABOUT YOUR EVENT.

Please mail your completed Room Reservation Application form to the address below or email: [info@pdxqcenter.org](mailto:info@pdxqcenter.org). We will contact you upon review of your completed application. Please call to verify that the application has been received if you haven't heard from us within 2 weeks. If you have any questions, please feel free to call and speak with Q Center's Events & Activities Coordinator. Thank you for considering renting space at Q Center!

**\*\*Completion of this form does not guarantee you a space at Q Center\*\***