

**East Whatcom Regional Resource Center
8251 Kendall Road, Maple Falls WA 98266
360-599-3944**

ONGOING Reservation Form for Commercial Use

Start Date of Event: _____ **Start Time:** _____ **End Time:** _____

Name of Applicant/Organization: _____

Event Days (i.e. every Tuesday): _____

Month: _____ Telephone #: _____

Purpose of Rental: _____ Expected Attendance: _____

Chairs Amount _____ Rectangular Tables _____ Amount Round Tables Amount _____

Space rental rates:

Per hour rates	1 Activity Room Section	2 Activity Room Sections	3 Activity Room Sections	Project Room	Kitchen
Mon. – Fri.	\$20	\$30	\$40	\$20	\$20
Sat. Sun.	\$20	\$30	\$40	\$20	\$20

Monthly Fee:

Activity Room hours _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Project room hours _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Kitchen hours* _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Alcohol use fee* (fee) \$60 = \$ _____ x (# of weeks) _____ = \$ _____

*Appropriate permits required

Monthly total due: \$ _____

Masks are required for COVID-19 safety protocols. Please refrain from eating on site due to the increased risk of infection from COVID-19.

COVID-19 symptom check, contact information, and a sign in is necessary for all visitors.

For EWRRRC Staff Use Only: Date of Payment: _____ Receipt #: _____

Paid with:

Check, Payable to The Opportunity Council, # _____ Cash

Credit Card, Call 360-734-5121 ext. 1345

Open at: _____
By _____
Close at _____
By _____

I have read the attached East Whatcom Regional Resource Center Rental Requirements and agree to be responsible for the use of the facility under those conditions. I also understand that if any of the rules are not observed, the facility may be closed and renter and all guests will be asked to leave.

Signed _____ Date _____

CANCELLATION AND REFUND POLICY: Cancellations made more that 14 days prior to arrival will result in refund of the fee less \$25.00 accounting fee. Cancellations made less than 14 days prior to arrival will result in forfeiture of the fee, unless the facilities are rebooked, less \$50.00 accounting fee.

AFTER HOURS ASSISTANCE: If the facility is locked at the scheduled time of your event, please call the EWRRRC Coordinator at 360-603-5030 or 971-236-1799. If after leaving a message at these numbers you do not hear back in a timely manner please call at 360-988-6116 or our volunteer open/closer at 360-599-1150. We apologize for any inconvenience in advance.

Questions? Please Call 360-599-3944 Thank you!