

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

**RESERVATION FORM For Commercial Use**

**Date of Reservation** \_\_\_\_\_ **Time: From** \_\_\_\_\_ **To** \_\_\_\_\_

Name of Applicant/Organization \_\_\_\_\_

Telephone #: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Purpose of Rental \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Chairs  \_\_\_\_\_ Amount      Rectangular \_\_\_\_\_ Tables  Amount \_\_\_\_\_ Round Tables   
Amount

**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

Fee: Activity Room hours \_\_\_\_\_ x (fee) \_\_\_\_\_ = \$ \_\_\_\_\_

Project room hours \_\_\_\_\_ x (fee) \_\_\_\_\_ = \$ \_\_\_\_\_

Kitchen hours\* \_\_\_\_\_ x (fee) \_\_\_\_\_ = \$ \_\_\_\_\_

Alcohol use fee\* (fee) \$60 = \$ \_\_\_\_\_

Total due \$ \_\_\_\_\_

Open at: _____
By _____
Close at _____
By _____

\*Appropriate permits required. Must be submitted to the EWRRC Main Office at least 2 weeks prior to event.

<b>For EWRRC Staff Use Only:</b> Date of Payment: _____ Receipt #: _____ Paid with:
<input type="checkbox"/> Check, Payable to The Opportunity Council, # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card, Call 360-734-5121 ext. 1345
<input type="checkbox"/> Permit(s) submitted

**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.**

*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 reenter 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: AFTER HOURS ASSISTANCE:** If the facility is locked at the scheduled time of your event, please call the EWRC Coordinator at 360-788-4484 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.