

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

RESERVATION FORM for Non-profits and Private Citizens

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: *Non-commercial use during business hours incurs no cost if rental requirements are met.*

Per hour rates	1 Activity Room Section	2 Activity Room Sections	3 Activity Room Sections	Project Room	Kitchen
Mon. – Fri.	\$10	\$15	\$20	\$10	\$10
Sat. Sun.	\$15	\$20	\$25	\$10	\$10

Fee: Activity Room hours _____ x (fee) _____ = \$ _____
 Project room hours _____ x (fee) _____ = \$ _____
 Kitchen hours* _____ x (fee) _____ = \$ _____
 Donation to support building use sponsorships = \$ _____
 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.

For EWRRC Staff Use Only: Date of Payment: _____ Receipt #: _____ Paid with: _____

Check, Payable to The Opportunity Council, # _____ Cash Credit Card, Call 360-734-5121 ext. 1345

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 renter and all guests will be asked to leave.

Signed _____ Date _____

CANCELLATION AND REFUND POLICY: Cancellations made prior to arrival will result in refund of the fee less \$25.00 accounting fee.

.AFTER HOURS ASSISTANCE: If the facility is locked at the scheduled time of your event, please call the EWRRC 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.