

**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 optional unless otherwise required by a health or legal authority.**

**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

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 EWRRC 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!**