

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

RESERVATION FORM for Noncommercial Use

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

Name of Applicant/Organization: _____

Purpose of Rental: _____

Expected Attendance: _____

Telephone # _____

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) _____ = \$ _____ x (# of weeks) _____ = \$ _____
 Project room hours _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____
 Kitchen hours* _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____
 Donation to support building use sponsorships = \$ _____
 Alcohol use fee* (fee) \$60 = \$ _____ x (# of weeks) _____ = \$ _____

Monthly total due: \$ _____

*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 # _____		Open at: _____ By _____ Close at _____ By _____
Paid with:		
Check, Payable to The Opportunity Council, # _____	Cash	
Credit Card, Call 360-734-5121 ext. 1345	Permit(s) submitted	

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

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 360-721-1104. We apologize for any inconvenience in advance.