



Building Rental Form

Requested date: _____
 Day and Time of Request: _____
 Name of Organization: _____
 Contact Person Name: _____
 Contact Phone number: _____
 Organizational Address: _____

Room(s) requested: Garden Level Meeting Room _____ (Capacity 22)
 Café and Living Room _____ (Capacity 22)
 Backyard _____

Building rental outside of normal Pride Center hours (office 9–5 M–F) will only include staff opening the building at agreed upon time. Does your group/event need Pride Center staff support? (I.e. set up chairs, access to AV equipment, tables, on site help). In a brief statement, what does your group need from the Pride Center staff/representative? There may be additional cost associated with staff need.

Is your group a nonprofit? _____

Does your organization have liability insurance? _____

FEEs: (per each event)	Events are defined as 3 hours
Garden Level Meeting Room	\$ 25
Café/ Living Room	\$ 10
Backyard	\$ 25
Entire Building	\$ 100
12- Step Programs*	\$ 40

**The Pride Center believes strongly in providing maximum support to self-help 12- step groups. In recognition of this belief, a reduced monthly rental fee is charged.*

Total fee: _____

Signature: _____

By signing, the group representative agrees to hold the Pride Center, harmless from any and all claims and agree to Building and Guest Expectation Policies.

Questions? Call 518 462 6138. Please submit the completed form to the Operations Coordinator at info@capitalpridecenter.org or by fax: 518 462 2101. Please include payment.