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| SPACE USE REQUEST FORM – LANKFORD AUDITORIUM | | | |
| Contact Name: |  | Event Date(s) Requested: |  |
| Contact Phone (please include an emergency, afterhours contact number): |  | Approximate Number of Guests (max. occupancy 369): |  |
| Contact E-mail: |  | Name and Title of Authorized Signatory (Contract Signer): |  |
| Organization Name and Address: |  | Event Hours (including set-up and breakdown time):  Building is accessible:  **Monday – Friday 8am – 9pm** |  |
| Please visit our website at: [**http://www.publicwelfare.org/rental-space/**](http://www.publicwelfare.org/rental-space/) for more information on our policies, procedures, and required documentation for using space in the True Reformer Building. Please utilize the website as an aide in filling out the required fields below. Please email the completed form and any questions to [**spacerental@publicwelfare.org**](mailto:spacerental@publicwelfare.org) or fax to 202.265.8851. | | | |
| Is your organization a grantee of the Public Welfare Foundation? □ Yes □ No | | | |
| Please state your organization’s mission below: | | | |
| Please provide a detailed description of your event: | | | |
| *The rental fee for the Lankford Auditorium is $500.00 for an eight-hour day.* Non-profit groups (specifically those with 501(c)(3) status) and federal government agencies may request to have the rental fee waived. Are you a non-profit organization with 501(c)(3) status or a government agency? □ Registered 501(c)(3) non-profit organization □ Government Agency □ Other (please explain)  (Certification Letter Attached to this Form) | | | |
| Users planning to serve food are required to use a caterer from the Approved Vendor List (located on website). Will food be served at the event? \* If not, please check “No.” If so, please select your caterer below. Please note the Foundation does not provide tables for serving food.  □ No Food will be served □ RSVP Catering □ Corcoran Catering □ Oohs & Aahs\*  □ Office Catering □ W. Millar Catering □ Panera Catering\* □ B. Lin Catering □ Chef B\*  **\*This vendor does not provide tables for food.** | | | |
| The Lankford Auditorium has a standard seating arrangement of 200 chairs in rows of 14**.** Please check the appropriate boxes below:  □ No, the event does not require an alternate layout. I understand that *no chairs or other furniture can be moved during the event.* I understand my organization is responsible for ensuring this does not occur.  □ Yes, the event requires an alternate layout. I have visited the Foundation’s website, and have chosen the following diagram:  □ Lankford Round Tables (12 tables, 10 chairs per table, 120 seated)  □ Lankford School Room Style (21 tables, 5 chairs per table, 105 seated)  □ I have downloaded the diagram and created my own layout. The diagram is attached to this form. | | | |
| The use of the 5 microphones in the auditorium is available free of charge. *Does the event require a/v equipment?*  □ No, the event does not require the use of any a/v equipment.  □ Yes, the event requires the use of the microphones only.  □ Yes, the event requires additional a/v services and I will hire an a/v technician from the Approved Vendor List. | | | |
| *Reservations are not complete until a countersigned contract is provided by the Foundation. Please visit our website regarding insurance requirements and additional documentation required for using the space.* | | | |