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| SPACE USE REQUEST FORM – THE MARSH CONFERENCE ROOM |
| Contact Name: |  | Event Date(s) Requested: |  |
| Contact Phone (please include an emergency, afterhours contact number): |  | Approximate Number of Guests (max. seated occupancy 75): |  |
| 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** 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 the event:  |
| *The rental fee for the Marsh Conference Room 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?**□** 501(c)(3) non-profit organization □ Government Agency □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Determination Letter Attached to this Form) |
| Users planning to serve food are required to use a caterer from the Foundation’s Approved Vendor List (located on website). Do you plan to serve food? If not, please check “No.” If so, please select your caterer below:□ No Food will be served □ RSVP Catering □ Corcoran Catering □ Panera Catering □ Chef B □ Office Catering □ W. Millar Catering □ B. Lin Catering □ Oohs & Aahs |
| The only option available for room reconfiguration in the Marsh Room is the addition of up to 25 chairs, to increase seating capacity up to 75 people. Do you require the additional 25 chairs in the Marsh Room?□ No. The event does not require room reconfiguration. *I understand that no chairs or other furniture are to be moved during the event and that my organization is responsible for ensuring this does not occur.*  □ Yes. The event requires an additional 25 chairs.  |
| The Marsh Conference Room offers the use of the a/v equipment listed below. There will be no on-site technical assistance available on the day of the event. Does the event require a/v equipment? If so, please check all that apply: □ No, the event does not require a/v equipment. □ Wireless Internet □ 1 Wireless Microphone □ Easels(bring your own paper & markers) □ Projector □ Computer and Projector Cable  Number of Easels Requested \_\_\_\_\_ (max 4) (to connect laptop to TV ) |
| *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.*  |