



FACILITY RENTAL APPLICATION

Facility Rental Applications must be received a minimum of 10 business days prior to the rental date.
SUBMISSION OF A FACILITY RENTAL APPLICATION DOES NOT CONSTITUTE APPROVAL. Please read through the Facility Rental Guidelines & Regulations prior to completing this form.

Name of Applicant _____

Organization (if applicable) _____

☐ Resident ☐ Non-resident ☐ For-profit ☐ Non-profit - nonprofit Tax ID number _____

Address _____

Phone Number _____ Email Address _____

Alternate Contact _____ Phone Number _____

Spaces Requested

☐ Dining Room

☐ Small Classroom

☐ Full Kitchen

☐ Lounge

☐ Large Classroom

☐ Catering Kitchen

☐ Whole Building *

☐ Patio

☐ Full Kitchen with Dining

*Does not include Full Kitchen

Event Name (if applicable) _____

Reservation Date _____ Estimated Number of Attendees _____

Setup Begins* _____ Event Starts _____ Event Ends _____ Cleanup Ends* _____

**Set-up & Clean-up must be at least 30 minutes each. Please see guidelines for cleanup requirements.
If you are requesting to rent spaces for multiple dates and times, please attach a full schedule.*

Event Description _____

Will your event be open to the public? ☐ Yes ☐ No

Will you be charging for admission? ☐ Yes ☐ No if yes, ticket prices? _____

Will your event include any of the following: *Please see guidelines for insurance requirements.*

☐ Food

Catering Company _____

☐ Alcohol

Alcohol Caterer _____

☐ DJ

Music Company _____

☐ Live Music

Band Name _____

Other Special Elements and/or Requests:

I understand that this application in no way constitutes approval. I have read through the Marjorie Stewart Community Center Rental Guidelines & Regulations. I understand that City staff will contact me to notify me of any further requirements for my facility rental.

Signature

Date

STEPS IN FACILITY RENTAL PROCESS:

Step 1: Fill out application and submit to the Marjorie Stewart Community Center:

Email to: BurbankM@SherwoodOregon.gov

Mail to: 21907 SW Sherwood Blvd, Sherwood, OR 97140

Or drop it off in person!

Step 2: *After approval*, submit deposit and signed contract to secure date*

Step 3: Submit required paperwork as necessary – Certificates of Insurance, proof of non-profit status, and schedule (for rentals with multiple dates)

Step 4: Have a great Event!

***Deposit cannot be received until a contract is created and signed**