FACILITY RENTAL APPLICATION

Contact Name: (Renter): __________________________________________________________

Organization: ___________________________________________________________________

Address: __________________________________________ Street __________ City __________ State __________ Zip Code

Phone: ___________________________ Mobile Phone: __________________________

Email: _________________________________________________________________________

Describe your event or space rental need: __________________________________________

________________________________________________________________________________

________________________________________________________________________________

Estimated number of guests:

Adults: _______ Children (14 and under): _______

Date/s: _________________________________________________________________________

Start Time (including set-up): _____________ AM / PM  End Time (including clean-up): _____________ AM / PM

Desired rental space/s include the following: (Write # of hours in space next to room desired.)

<table>
<thead>
<tr>
<th>Rooms &amp; Facilities</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gym (3881 sq. ft.)</td>
<td></td>
<td>@ $125.00/hr.</td>
</tr>
<tr>
<td>2. Meeting Hall (1688 sq. ft.)</td>
<td></td>
<td>@ $100.00/hr.</td>
</tr>
<tr>
<td>3. The Center</td>
<td></td>
<td>@ $75.00/hr.</td>
</tr>
<tr>
<td>4. Classroom</td>
<td></td>
<td>@ $60.00/hr.</td>
</tr>
<tr>
<td>5. Kitchen</td>
<td></td>
<td>@ $50.00 flat rate*</td>
</tr>
</tbody>
</table>

*When rented in addition to another space.

Cleaning and staffing fees may also apply.

Please complete this form and scan or email it to rentals@cfsmass.org. You can also mail this form to the attention of “Rentals” at 5 Cadbury Road, Cambridge, MA. 02140.

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Office Use Only:  Request Received: _______  Replied: _______

Date Date