

L♥veland Center™

FACILITY USAGE REQUEST FORM

Please submit this form to rental@lovelandcenter.org for review and approval.

Name of Requestor

Address

Phone

Email

1. FACILITY REQUESTED (please check one)

- Lamoureux Clubhouse: includes ballroom, stage, lobby, restrooms, and recreation room.
- Building A: includes the cafeteria, restrooms, and lounge area.
- Building D – Board Room
- Venice Location QUAD

**Note: Building B, C, or E are unavailable for rent.*

2. RENTAL DATE AND TIME

Name/Type of Event

Date of Event

a.m./p.m.	a.m./p.m.
Rental Start Time	Rental End Time

Renter will be authorized to use the identified facility to hold the assigned Event, and for no other purpose.

Requestor Signature

Date

Approval Signature

Date