

**Village of Philo R. E. Franks Meeting Center**  
**Rental Application Form - Thelma Melohn Gymnasium**  
(Please print or type information)

**RENTER INFORMATION**

Name: \_\_\_\_\_

Company/Group/Organization: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Home Work/Mobile

E-mail Address: \_\_\_\_\_

**EVENT INFORMATION - ALL FUNCTIONS ARE NON-SMOKING**

Date(s)/Time(s) Requested:  
Day of the week                      Date                      Time (include set-up/clean-up)

Type of Event: \_\_\_\_\_

Number of People Attending (estimate): \_\_\_\_\_

Serving Alcohol:         Yes         No

Fee-based items (check all desired):

- Table/Chair set-up (\$50 for parties < 100 persons; \$100 for parties ≥ 100 persons)
- Table/Chair take-down (\$50 for parties < 100 persons; \$100 for parties ≥ 100 persons)
- Wireless microphone (\$20/day)
- Portable screen (\$10/day)

I hereby certify that the above statements are true to the best of my knowledge; that I have received and read a copy of the policies governing the use of the Village of Philo's R. E. Franks Center; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_