

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)
 - 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: _____