

**Request Form****FISH Food Bank Meeting Room****Fee Schedule**

	<u>Non Profit</u>	<u>Family</u>	<u>For Profit</u>	<b>Receipt</b> <b>Paid Check#/Cash</b> _____
<b>Meeting Room only:</b>				
All day	\$75	\$100	\$150	<b>Fee/Waived/Denied</b> _____
4 hours or less	\$50	\$75	\$100	<b>Cleaning/Damage Deposit</b> _____
<b>Kitchen</b> (In addition to or separate)	\$50	\$75	\$75	<b>Scheduled/Door Code</b> _____
<b>Cleaning/Damage Deposit</b>	\$50	\$50	\$50	<b>Refundable</b> Deposit Returned _____

Fees shall be paid in advance. **Checks payable to Spirit of Grace Church.** Fees may be adjusted or waived for non-profits or events that directly support the hunger related ministries of FISH and Spirit of Grace Church. Use of the facility will include the use of tables, chairs and audio visual equipment in the meeting room. Room capacity is 100. Groups are expected to complete the check list in order to receive the cleaning deposit back. The organization using the facility assumes responsibility for any damages that may occur while using the facility.

Today's Date \_\_\_\_\_

Name of Person or Organization \_\_\_\_\_

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

Non Profit \_\_\_\_\_ Family \_\_\_\_\_ For Profit \_\_\_\_\_

Email \_\_\_\_\_

Number of people expected \_\_\_\_\_ Purpose of event/meeting \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_

Open to public? \_\_\_\_\_ Admission? \_\_\_\_\_

Additional requests or comments (if using kitchen name of food handler permit holder)

\_\_\_\_\_

Inquiring about the room does not imply a reservation has been made. Above named person will be responsible for any damage to the facilities as a result of the event. Enclosed check out sheet must be completed. Until this signed application and deposit has been received and approved the reservation is not considered confirmed. ***I have read and agree to the attached policies for the use of the FISH facilities.***

Print name \_\_\_\_\_ Signature \_\_\_\_\_

**Day of Event Only Contacts:** Jennifer F. 541-399-6897 Debby C. 541-399-2384

**Submit to:** [office@hoodriverchurch.com](mailto:office@hoodriverchurch.com) or mail to Spirit of Grace Church, 1140 Tucker Rd, Hood River, OR 97031. Church Office 541-386-3993