 **FACILITY RENTAL APPLICATION**

 CONTACT PERSON/ORGANIZATION:

 ADDRESS:

Street City State Zip Code

 PHONE: EMAIL:

 PURPOSE/NAME OF EVENT:

 REQUESTED DATE: NUMBER OF ATTENDEES:

 REQUESTED TIME: Start am/pm End am/pm

 TYPE OF SPACE REQUESTED [check one]

 Classroom (20-35 people) Theater (20-175 people) Boardroom (10-20 people)

 Banquet (30-350 people)

 AUDIO VISUAL EQUIPMENT NEEDS [check all that apply]

 Projector Computer Screen

 Wireless Handheld Microphone Lapel Microphone Easel\_\_\_\_\_\_\_\_\_\_\_

WILL FOOD/BEVERAGES BE SERVED? YES / NO

[Highline College has an exclusive catering agreement with Lancers Hospitality. All food/beverages served at Highline College must be served by Lancer Hospitality. No outside food/beverages are allowed.]

WILL ALCOHOL BE SERVED? YES / NO

[All alcoholic beverages must be served by Lancer Hospitality staff. Renter must obtain additional liquor license/permit if there is a charge or donation solicited for alcohol. Please check with the Washington State Liquor Control Board at <http://liq.wa.gov/licensing/special-occasion-licenses> for more detail.]

Please return completed application to Conference Services at conference@highline.edu or via postal mail at Highline College - Conference Services, MS 9-4 P.O. Box 98000, Des Moines, WA 98000. Within 5 business days upon receipt of this Facility Rental Application you will be contacted with a rental quote. A separate Facility Rental Agreement will be provided to confirm reservation of the facility.

**Renter’s Signature:**

The signature below indicates that the person submitting this Facility Rental Application is requesting the facility and the rental quote only. The facility is not reserved until a Facility Rental Agreement is completed and a reservation deposit is paid to Highline College.

SIGNATURE: DATE:

 CONFERENCE SERVICES’ USE ONLY

 RECEIVED BY: DATE:

 QUOTE PROVIDED: