



Community Folk Art Center
Space Usage Request Form



Date Submitted _____

Request No. _____

1. Organization Name: _____

2. Proposed Title of the Event: _____

3. Event Type:

Private

Public

4. Is there a fee or ticket price associated with the event?

No

Yes How Much? _____

5. Estimated attendance:

Adult _____

Child _____

6. Contact Person:

Name: _____ Daytime Phone: _____

Fax: _____ Evening Phone: _____

Email: _____ Best time to call: _____

7. Event Type:

Meeting

Single use

Date: _____

Time begins: _____

Time ends: _____

Multi use

Dates: _____

Time begins: _____

Time ends: _____

Reception

Date: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Lecture/Speaker

Single use

Date: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Multi use

Dates: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Workshop

Single use

Date: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Multi use

Dates: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Performance

Single use

Date: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Multi use

Dates: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Film Screening

Single use
Date: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

Multi use

Dates: _____

Time begins: _____

Time ends: _____

Equipment

Org.

CFAC

(additional fee)

Location

Herbert T.
Williams Gallery

Community
Gallery

Dance Studio

Screening Room

Workshop Room

Shared Classroom

Conference Room

Catering

Org.

CFAC

(additional fee)

Please Note:

1. You must arrive 1 hour prior to event start time or 30 minutes for meetings.

2. You are responsible for set up break down and clean up. Failure to do so will result in an additional charge.

3. Failure to end within 15 minutes of proposed time will result in an additional charge per every 15 minutes past end time.

4. When publicizing the event please ensure that you identify an organizational representative as your contact.

5. CFAC reserves the right to amend this agreement at any point.

6. Additional Fees for equipment and catering arranged by CFAC will be in determined by the market price, pick up and delivery charges and staffing where required.

Event Description:

Organization Description:
