

ROOM RENTAL REQUEST

FEE SCHEDULE		
NON-PROFITS*:		
*non-profits associated with a JLSLC member are not charged for room rental		
Board Room or Small Conference	\$45.00	(Half-day = 0-4 hrs.)
	\$75.00	(Full-day = 0-8 hrs.)
Eccles Community Training Room	\$50.00	(Half-day = 0-4 hrs.)
	\$100.00	(Full-day = 0-8 hrs.)
OTHER BUSINESSES:		
Board Room or Small Conference	\$75.00	(Half-day = 0-4 hrs.)
	\$125.00	(Full-day = 0-8 hrs.)
Eccles Community Training Room	\$100.00	(Half-day = 0-4 hrs.)
	\$150.00	(Full-day = 0-8 hrs.)

PLEASE NOTE:

- Our regular hours are **9:00 a.m. – 2:30 p.m. Monday through Thursday, 9:00 a.m. – 1:00 p.m. Friday;** closed on major holidays.
- You as the “renter” are responsible for set-up, cleaning (arranging chairs/tables in original order and taking garbage to dumpster) and any damages that occur to the facility.
- The kitchen upstairs houses two ovens, for warming food only (no cooking). The microwave and refrigerator are available for your use.

Organization: _____	Type: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit
Contact Name: _____	E-Mail: _____
Address: _____	City/St/Zip: _____
Phone: _____	Fax: _____ Website: _____

- Small Conference** *Seats: 8 at table; 11 total in*
 Board Room *Seats: 10 at table; 18 total in*
 Eccles Training Rm. *Seats: 30 +; additional tables/chairs are provided*

Date(s) Requested: _____ Time(s) Requested: _____

PAYMENT IS DUE ON OR BEFORE THE DATE OF THE EVENT/MEETING.

Fee: \$ _____ Payment Method: Cash Check #: _____
 Visa - MC - Discover - Amex ***(circle one)*** # _____ Exp.: _____

⇒ By signing below, you agree, on behalf of your organization, that all fees accrued will be paid to Junior League of Salt Lake City, Inc. and that you abide to the above noted policies.

Signature: _____ **Date:** _____