

Rental Request Form

Please fill out all information and agree to our Policies and Procedures on the third page. Email completed form to events@preventionactionalliance.org.

Date of Request: _____

Organization Name: _____

Contact Name: _____ Phone Number: _____

Address of Organization: _____

Email Address: _____

Onsite Contact Name (if different from name above): _____

Onsite Contact Mobile Phone Number: _____

Date(s) of event: _____ Approximate Number of Attendees: _____

Type of Activity/Training: _____

Event Time: _____ (AM/PM) – _____ (AM/PM)

Time Needed to Set Up: _____ Time Needed to Tear Down: _____

Amenities and Services

The rental fee is inclusive of the following amenities and services. While they are offered at no additional cost, it is the responsibility of Renter to inform PAA of the amenities and services that Renter would like to use no later than 10 business days prior to Renter's scheduled event:

- Use of tables and chairs
- Wi-Fi
- Room set-up to Renter specifications
- In-house sound
- Wireless projector
- Projector screen
- Two 60", full-motion mounted TVs
- Laptop
- Clicker
- Dry erase boards (3) with markers
- Flip chart paper (up to 2) with markers
- Easels for flip chart paper
- Podium
- Notepads and Pens (1 per person)
- Coffee, hot water, a selection of tea bags, creamer, sugar, cups, stirrers, and bottles of water for confirmed number of attendees
- Parking

Policies and Procedures

1. No Smoking, no alcoholic beverages, no vaping, no use of illicit substances.
2. The undersigned assumes cost for any damages. The user agrees to indemnify and hold harmless the Prevention Action Alliance and their agents and employees from all liability claims, demands, damages, or cost for, or arising out of, the above use, whether it be cause by the negligence of the organization or the Prevention Action Alliance or either party's agents or employees.
3. Primary or Secondary Contact must be present for set up and tear down, unless prior arrangements have been made with Prevention Action Alliance.
4. Groups will be responsible for content, management, and outcomes of training/event.
5. Groups will be charged for any damage caused by their members for any preparation or undue cleaning necessary because of the activities of the group.
6. The placement of signage/placards/posters in or around the building is prohibited unless prior approval has been given by Prevention Action Alliance.
7. If in need of onsite technology assistance, please give one week notice. Any additional assistance needed outside of general set up may incur additional fees to the undersigned.
8. Use of onsite materials (i.e. copier, fax machine, etc.) will be subject to additional fees.
9. If bringing in food, please confirm delivery times at a minimum of 24 hours in advance to Prevention Action Alliance.
10. Prevention Action Alliance is a working office. The undersigned is responsible for the actions of their attendees. Please be respectful of noise levels and office spaces.

I hereby agree to the Policies and Procedures set forth by Prevention Action Alliance.

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____