This form **does not confirm** a room rental with the HISPANIC CENTER OF WESTERN MICHIGAN.

**Room Rental Policy**
The Hispanic Center of Western Michigan is delighted to open its doors to the community by allowing non-profit and for-profit organizations to rent our Cesar Chavez Room and Conference Room. Use of rooms will not be permitted for fundraising and political events, commercial use, or private parties. Organizations may request to use rooms when they are available, and meetings do not conflict with activities scheduled by the Hispanic Center.

**Availability**
Monday-Friday (9:00 a.m. – 8:00 p.m.) and Saturday-Sunday (9:00 a.m. – 8:00 p.m.) when events do not conflict with the organization’s activities. Requests must be submitted at least 7 days prior to requested date. Please call the front desk to schedule a reservation.

**Set Up and Equipment**
- The Hispanic Center can set up the room if one of the five set up options are selected on the Event Form. Otherwise, the client will be responsible for their own set up.
- The Hispanic Center can provide equipment listed under the Event Form upon request. Any damage to the equipment will be responsibility of the client.

**Rental Fees**
- Fees are based on 2-hour blocks

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<tbody>
<tr>
<td>Weekdays</td>
<td>$100.00</td>
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<tr>
<td>Weekends</td>
<td>$150.00</td>
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**Terms and Conditions**
- All guests attending the event shall remain within the designated areas.
- The Hispanic Center will not be held liable for any property left on premises after the event’s conclusion.
- All center staff will be permitted to enter the premises at any time during as well as after the event.
- No live animals will be allowed on the premises (excluding service animals).
- No alcohol or smoking is permitted on the premises at any time.
- Any media (newspaper, television, mailings, etc.) releases must be reviewed and approved by the Executive Director.
- Any item that may affect the appearance of wall when removed is not permitted (nails, thumb tacks, putty).
- No open flames, glitter, and confetti
- Hallways, stairways, exits, and rest rooms and any other traffic areas are to remain free of tables, boxes, chairs, etc.
- Noise and activity levels must be controlled and not interfere with any Hispanic Center daily work and activities.
- Deliveries for meetings may only be made on the date of the event, Hispanic Center staff will NOT accept deliveries for meetings.
- Client is responsible for employing vendors for their event.
- Client is responsible for any damages caused to the center or grounds.
- Client must sign in at the front desk upon arrival.
- The Hispanic Center will not provide copying, faxing, or administrative services.

**Insurance**

The Hispanic Center’s insurance policies do not cover or protect against loss of client’s property or damage or injury to client’s guests or their property.

Client has read and acknowledged this agreement in its entirety.

----------------------------------------
Signature                        Date

**REQUESTOR/CONTACT INFORMATION**

Name: ___________________________________________ Date: __________

Organization(s): ________________________________

Address: __________________________________________

City: __________________________ State: __________ Zip: __________

E-mail: __________________________________________

Phone: __________________________ Cell: __________________________
EVENT SUMMARY

Date(s) of Event: ___________________________________________ Number of people: _________

Client Access to set-up time: ____________________________ Client clean-up time: __________________

Event Start Time: _________________ am/pm  Event End Time: _________________ am/pm

Briefly describe your event & why you want it held at the Hispanic Center of Western Michigan:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

ROOM RESERVATION REQUEST

☐ Option 1 Cesar Chavez Room 150 people or less

☐ Option 2 Conference Room 20 people of less

Requested Room Set Up: Please select from the arrangements below

[Diagram of room layouts]

Option: _______________
Event Needs:
- Projector
- Microphone
- Hispanic Center of Western Michigan Speaker
- Dry Erase Board
- Interpreters (quotes available upon request)

Please indicate if food will be served: YES NO

PAYMENT AUTHORIZATION

- Credit Card # : ______________________________________________________________
- Name of Credit Card: ______________________________________________________
- Exp Date: ________________ CVV: ________________ Zip Code: ________________

_____________________________ ____________________________
Signature Date

- Check (checks can be made out to):
  Hispanic Center of Western Michigan
  1204 Grandville Ave. SW Grand Rapids, MI 49503

- Please invoice my organization/company
  Contact Person Name: ______________________________________________________
  Phone: _________________________________________________________________
  Email: _________________________________________________________________

Please note that your reservation request is not final until you have received an approved copy of this form from the HISPANIC CENTER OF WESTERN MICHIGAN. Please do not advertise your event until you have received confirmation. Please allow five (5) business days for your request to be processed.