

**RESERVATION REQUEST
FOR USE OF IPFW WARSAW CENTER**

Please return to:

IPFW WARSAW CENTER
2808 FRONTAGE ROAD
WARSAW IN 46580

Organization/Community Group Name: _____

Address: _____

City: _____ Zip: _____

Person to contact: _____ Phone: _____

Type of Program/Event: _____

Date of Program/Event: _____

Time of Program/Event: _____

Expected number of attendees: _____

A rental fee of \$20/hour is due the same date the room is used. It is to be paid to the Warsaw Center staff. No late payments are accepted. **All fees must be paid by check or money order and made payable to "IPFW".**

The rental includes the use of all equipment normally contained within the room: tables, chairs, and audio/visual equipment currently in stock. The kitchen is only available with prior approval from the Warsaw Center. A small additional charge may apply.

The following rules apply regarding the use of the IPFW Warsaw Center :

- (a) No alcohol is permitted in the IPFW Warsaw Center.
- (b) A member of the organization/community group must check in at the Center's information desk prior to using the scheduled room and also check out when leaving.
- (c) Rooms should normally be used as is. Only a very limited amount of furniture arranging is possible. If moved, furniture must be returned to original position. Contact the Warsaw Center for further information regarding setup arrangements.
- (d) Due to health codes, any food served must be from a licensed caterer. No carry-ins are permitted. Caterer and/or event planner is responsible for all clean up.
- (e) Organizations/Community Groups may only request reservations one month in advance. They may only request one date at a time (ie. cannot request "1st Monday evening each week in November).
- (f) Rooms may normally only be used during the Center's hours unless prior approval is given by the Warsaw Center.
- (g) IPFW reserves the right to cancel reservations due to campus-determined emergency situations.

Warsaw Center Approval _____
(signature) (date)

Organization/Comm. Group _____
(signature) (date)