



602 Juniper Street, Vandenberg AFB, CA 93437

## REQUEST FOR MULTIPLE PURPOSE ROOM

\*Requests more than 60 days in advance will not be approved. Request form must be submitted **IN PERSON**, to our office at 602 Juniper St., to Brandi Lytle, who will notify you within 72 business hours if the request has been approved or denied. Requests over the phone or email will not be accepted or approved.

Name: \_\_\_\_\_

Contact Address/Phone: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Date of Request of Multiple Purpose Room: \_\_\_\_\_

Requested Timeframe: \_\_\_\_\_ # in Attendance: \_\_\_\_\_

*\*Please include set-up and clean-up*

Please describe event:

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Upon signing the Request for the Multiple Purpose Room form, you understand that there is a refundable deposit required at the time of approval in the amount of \$275.00 for residents with no rental fee. The deposit for non-residents is \$300.00 with a \$25.00/hour non-refundable rental fee. A \$203.50 carpet cleaning fee will be applied in the event of damage to carpet. Deposit will be refunded upon damage and inventory check. Requests will be determined on a first come, first served basis and will not be allowed to conflict with any LifeWorks event. Keys may be picked up a maximum of 15 minutes prior to the event or no earlier than 4:00 pm on Friday evening for all weekend events. Keys must be returned by 9:00 am the following business day. If the key is not returned and the Walk-through has not been completed by this time, Renter acknowledges that the \$25 key deposit will be forfeited. Only the person who has submitted the request will be permitted to sign for the keys.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

BBC Management: APPROVE/DENY

BBC Signature: \_\_\_\_\_

Date Called Resident: \_\_\_\_\_