

# Corner Pocket Rental Agreement



THIS RESERVATION REQUEST IS NOT CONFIRMED UNTIL THE FORM IS COMPLETED, SIGNED BY THE REQUESTING ORGANIZATION, APPROVED BY STUDENT CENTERS (JOHNSON CENTER, ROOM 324) AND PAYMENT OR APPROPRIATE PAYMENT APPROVAL FORM IS RECEIVED.

## GMU ORGANIZATION AND DEPARTMENT RATES

\$45/hour, 2 hour minimum

\$60/hour between 6pm & 1am, 2 hour minimum

## GMU AFFILIATE RATES

\$90/hour, 2 hour minimum

\$120/hour between 6pm & 1am, 2 hour minimum

**Form of Payment:**  Cash  Personal/Organization Check  Journal Voucher  
 Check Request  Direct Charge: Index # \_\_\_\_\_

Returned Checks are subject to a \$25 charge.

## ORGANIZATIONAL INFORMATION

Name of sponsoring organization \_\_\_\_\_  
Person making reservation \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

## FACILITY AND PROGRAM INFORMATION

Date(s) of Event \_\_\_\_\_  
Event Set Up Time \_\_\_\_\_  
Event Start \_\_\_\_\_ End Time \_\_\_\_\_  
Title and Description of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Audience (Check all that apply)

- Campus Community  Student  General Public  
 Faculty/Staff  Non-University  Admission Fee: Charge \$ \_\_\_\_\_

Will any food be served?  YES  NO Type of Meal:  Pizza  Snacks  Reception

Catered by:  Marriott  Approved Caterer

Will alcohol be served?  YES  NO If YES, please provide copy of flyer or advertisement.

I agree to commit the organization represented for the event charges and charges related to any damages to the reserved facilities during the reservation. **If I have provided an Index Number for Direct Charge, I authorize the payment from the organization/departement account and have authority to do so.** I also understand that materials may not be posted on any painted surfaces in this facility.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE

Request Approved  Request Denied

Total Charge: \$ \_\_\_\_\_

Event Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_