

**ATLANTA FRIENDS MEETING HOUSE
AGREEMENT TO RENT SPACE**

Today's date ____/____/____

Reservation Number _____

Group Name or Name of Event: _____

CONTACT: The person in our group who has (a) received and read *the Guidelines For Use of the Atlanta Friends Meeting House* and (b) agreed to be the contact for arrangements is

Name (printed): _____

Address: _____

City, State, Zip: _____

Phone: Home: _____ Work: _____

ON-SITE CONTACT: The person in our group who has (a) received and read *the Guideline For Use of the Atlanta Friends Meeting House*, and (b) agreed to be present at the Meeting House for the entire rental period and be responsible for group conduct, initial set-up and final clean-up is:

Name (printed): _____

Address: _____

City, State, Zip: _____

Phone: Home: _____ Work: _____

SPACE DESIRED: The number of people for whom we are planning is _____

We understand that the space and time reserved includes:

- (a) any room set-up or deliveries (caterer, florist, etc.)
- (b) the presence of the on-site contact person to receive such deliveries
- (c) all clean-up and restoration of the rooms to their original condition.

With these elements in mind, we request use of the:

Meeting Room: _____ Greeting Room: _____ Kitchen: _____

Library: _____ Teen Room: _____ Early Elementary A&B: _____

Nursery: _____ Entire Meeting House: _____ Other: _____

From: _____: _____ m. (including set-up) To: _____; _____ m. (including clean-up) on ____/____/____

And if applicable From: _____: _____ m. To: _____: _____ m. on ____/____/____.

To reserve this space we have enclosed a check for the full amount of Rent, \$ _____, and Security Deposit of \$ _____ for a total of \$ _____. We understand the Security Deposit will be returned to us if our group uses the Meeting House facilities within the reservation time agreed and the rental space is cleaned up and restored to the original condition.

Signed by: _____ Signed by: _____

(For group or individual)

(For Atlanta Friends Meeting)

Name Printed: _____ Name Printed: _____