



## FACILITY RENTAL APPLICATION

**Contact Name: (Renter):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

City

State

Zip Code

**Phone:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Describe your event or space rental need:** \_\_\_\_\_

**Estimated number of guests:**

**Adults:** \_\_\_\_\_

**Children (14 and under):** \_\_\_\_\_

**Date/s:** \_\_\_\_\_

**Start Time (including set-up):** \_\_\_\_\_ **AM / PM**    **End Time (including clean-up):** \_\_\_\_\_ **AM / PM**

**Desired rental space/s include the following: (Write # of hours in space next to room desired.)**

Rooms & Facilities	Hours	Rate
1. Gym (3881 sq. ft.)		@ \$150.00/hr.
2. Meeting Hall (1688 sq. ft.)		@ \$125.00/hr.
3. The Center		@ \$80.00/hr.
4. Classroom Regular Size		@ \$70.00/hr.
5. Classroom Large Size		@ \$80.00/hr.
6. Kitchen		@ \$50.00 flat rate*
7. Courtyard		@ \$70.00/hr.
8. Field		@ \$150.00/hr.

\*When rented in addition to another space.

Cleaning and staffing fees may also apply.

Please complete this form and email it to [rentals@cambridgefriendsschool.org](mailto:rentals@cambridgefriendsschool.org). You can also mail this form to the attention of "Rentals" at 5 Cadbury Road, Cambridge, MA. 02140.

Office Use Only:

Request Received: \_\_\_\_\_  
Date

Replied: \_\_\_\_\_  
Date