



Community Room Application

Is the request for personal use or professional use?	
Organization / Company Name	
Organization / Company Address and Phone Number	
Is organization 501(c)(3)/Nonprofit?	
Contact Name	
Contact Phone Number	
Have you read the Community Room Guidelines and agree to its terms? (Only those answering yes will be considered.)	
Date Community Room is Needed Please check availability online. Min. 72 hours notice www.themarketat25th.com/events	
Start Time (including setup)	
End Time (including cleanup)	
Please give a full description of the activity you would like to host in the Community Room. Give as many details as possible for The Market at 25 th to assess your request.	
Approximate number of attendees you anticipate	
Will you be requiring catering / food / beverage service from our Catering Staff?	
Please indicate your technology needs after reading the Community Room Guidelines	

Application Reviewed and Approved by: _____ Date _____