

**POWELL BUTTE COMMUNITY CENTER**

P. O. Box 87                      8404 SW Reif Rd.                      Powell Butte, OR 97753

[www.pb-center.com](http://www.pb-center.com)

**BOOKING REQUEST – REPEAT RENTER FACILITY USE DETAILS**

Name of Organization \_\_\_\_\_

Contact individual \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_

Contact email (required) \_\_\_\_\_

Frequency of rental:      Monthly      Other \_\_\_\_\_

Dates/times requested: \_\_\_\_\_

Facility requested: (maximum occupancy in brackets)

Conf Rm #1 (15 ppl)

Conf Rm #2 (25 ppl)

Kitchen/Alcove (30 ppl)

Hall (300 ppl)

Type of Event: \_\_\_\_\_ Anticipated # attendees \_\_\_\_\_

Non-profit/Benevolent Society

Please provide intended use of the facility and a description of activities connected to the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For a rental quote and/or a booking request:

1. Email this form to [rentals@pb-center.com](mailto:rentals@pb-center.com) or mail it to the P. O. Box above. The Board will determine eligibility and Center availability for your request and notify you. If your request is approved, a rental quote will be emailed or telephoned back to you based on the information on this form. Submission of this form *may* temporarily hold the requested date(s), but only a signed contract and deposit will guarantee the date(s).
2. Your acceptance of the quote will generate a Rental Contract. The facilities deposit check and signed contract must be received back within 10 days of contract issue date to secure the date and facility. **If the first event is in less than 30 days, contact Teena by phone 541-504-8111 or cell 559-289-7750, or at [rentals@pb-center.com](mailto:rentals@pb-center.com)**

Signature verifies accuracy of information and agreement with the terms herein. This form will become part of the Rental Contract.

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

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