### Facility Use Intake Questionnaire

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Start Date</th>
<th>Event End Date</th>
<th>Is the Event Open to the Public?</th>
<th>Tax Status</th>
<th>EBCPA Partnership</th>
<th>EBCPA Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Summary:**

- (room layout)
- (special needs)

**Client Information**

- **Main Contact:**
  - Phone:
  - Email:
- **Billing Address:**

- **Onsite Contact**
  - Phone:
  - Email:
- **Need access to the Internet?**
  - Wired / Wireless
- **Need to print/scan documents?**
- **Do you need to video conference?**

**Security:**

- **Yes / No**
- **Security Start**
- **Security End**
- **How many:**

**Parking:**

- **Yes / No**
- **What time?:**
- **Load in:**
- **What time?:**

### Event Information

<table>
<thead>
<tr>
<th>Room(s)</th>
<th>Prep Start</th>
<th>Client Arrival</th>
<th>Event Start</th>
<th>Event End</th>
<th>Clean up Start</th>
<th>Attendee Size</th>
</tr>
</thead>
</table>

- **# of Tables:**
- **# of Chairs:**
- **# of Linens:**

We include 10 tables & 50 chairs in rental. Beyond that we charge $12/table & $6/chair. We own 6' & 8' rectangular tables. We charge $2/linen, to cover cleaning costs. Linens are only white.

- **Projection:**
- **Proj Source:**
  - Screen only
  - Audio Required: **Yes / No**

We have (2) projectors and can only accommodate VGA or Mini-display port video inputs. No HD content (720p or 1080p)

- **Audio:**
- **Lighting:**

- **Scenery:**

- **Notes:**

### Catering Information

- **Catering Contact:**
- **Catering #:**
- **Yes / No**

5/5/15 dw

Ver. 2.0