



Request for Use of Womanspace Facility

Contact Info Name of organization _____
Contact person _____
Address _____
City/State/Zip _____
Work phone: _____ Home Phone: _____ Cell Phone: _____
E-mail _____

Space Needed Library level (main building, downstairs) Fountain View Room (main building, upstairs)
 New Dimensions Gallery (art building, downstairs) Lilly Garden, back yard and deck of New Dimensions
 Other _____

Dates & Time Date/s for the above space _____ Hours (including set-up and clean-up): _____

Purpose Purpose for which facility is needed: _____

Attendance Estimated or actual number of persons in attendance (ADULTS ONLY): _____

Coffee & Hot Water Please prepare the following: We will bring our own food
 30-cup urn of coffee @ \$10 (___regular ___decaf)
 50-cup urn of coffee @ \$15 (___regular ___decaf)
 30 or 50 cup urn of water (no charge)

Requirements We will require: a flip chart holder (no charge) a flip chart with blank paper and markers @ \$10
 a VCR player & TV (no charge) a DVD player & TV (no charge)
Please attach a list of any additional special needs such as chairs, tables, refrigerator space, flip chart, etc.
Also indicate if a special room set-up is required (e.g., chairs around tables; chairs set in semi-circle, etc.)

Fee Schedule Please circle applicable fee schedule (see page 2): Regular: a b c d Non-profit: a b c d

Signature Your signature below indicates that you (or your organization) will assume total responsibility for adherence to the considerations listed on page 2 as well as for any damage to the facility or its contents, or any loss by theft as a result of your group's presence:

Signature _____ Date: _____

Submission Info As soon as you know your dates and details, please return this completed form to

Womanspace, Attn: Elaine Hirschenberger, 3333 Maria Linden Drive, Rockford, IL 61114.

You will receive a written confirmation by mail within one week of receipt of this form. Once your request is approved, you will need to submit: a deposit for 50% of your projected cost, and a (refundable) \$50 cleaning fee*.

Considerations One Womanspace staff person or representative must be on the premises during the entire time the facility is in use. No key will be given out. In the New Dimensions Gallery, an exhibit is usually on display and may not be taken down by a renting group.

Accessibility: The downstairs area in New Dimensions (ND Gallery) is accessible by a small elevator. The restrooms on both levels are accessible for persons with disabilities. New Dimensions Gallery can comfortably handle a group of 24-30 at tables, and 30-40 theater-style.

The downstairs area in Womanspace (Library) is accessible only by stairs. There is one small restroom in the lower level. The Library level of Womanspace can comfortably handle a group of up to 32 at tables, and 45 theater-style.

The upstairs area in Womanspace (Fountain View Room) is accessible by 3 stairs from the front door or by a ramp from the garage. There are two restrooms on this main floor. The Fountain View room has seating for 24 on comfortable swivel chairs, theater style, and can easily accommodate up to 40. The conference table in this room can seat 16.

Meals: Meals may be brought in (not prepared here), but all trash and recyclables must be collected and removed by the renting group.

***Cleaning Fees:** Renting group agrees to return rented area to its original order before leaving the premises. If the area is not left in good order, a cleaning fee of \$25 to \$50 will be retained by Womanspace. If the area is left in good order, the entire \$50 cleaning fee will be refunded.

No smoking is permitted on the Womanspace campus.

Fee Schedule	Regular Rate	Non-Profit
a) 1-2 hours	\$75.00	\$37.50
b) 3-4 hours	\$150.00	\$75.00
c) 5-8 hours	\$225.00	\$112.50
d) 9-12 hours	\$300.00	\$150.00



Request for Use of Holistic Health Room

Contact Info Name _____ Application Date _____
Address _____
City/State/Zip _____
Work phone: _____ Home Phone: _____ Cell Phone: _____
E-mail _____

Initial Dates & Times Date/s for the above space _____
Hours (including set-up and clean-up): _____

After initial use, additional times may be arranged by phone or in person by contacting Elaine Hirschenberger. Your initial signed contract will cover all additional uses during the Womanspace program year (September 1–August 31). A new contract must be signed for a new program year.

Purpose Massage Reiki
 Other _____

Requirements I will bring my own massage table/chair I will use Womanspace’s massage table

Rental Rates Members: Non-members:
\$15 per client/hour \$20 per client/hour
\$40 per 4 hour half day (eg: 9a-1p or 1p-5p) \$50 per 4 hour half day (eg: 9a-1p or 1p-5p)
\$65 per 8 hour day (9a-5p) \$85 per 8 hour day (9a-5p)

Payment may be made in advance or on the day of service.

Signature Your signature below indicates that you will assume total responsibility for adherence to the considerations listed on page 2 as well as for any damage to the facility or its contents, or any loss by theft as a result of your group’s presence:

Signature _____ Date: _____

Submission Info As soon as you know your dates and details, please return this completed form to

Womanspace, Attn: Elaine Hirschenberger, 3333 Maria Linden Drive, Rockford, IL 61114.

You will receive confirmation by mail or phone within one week of receipt of this form.

Considerations One Womanspace staff person or representative must be on the premises during the entire time the facility is in use.

No key will be given out.

Accessibility:

The Holistic Health Room is accessible by 3 stairs from the front door or by a ramp from the garage. There are two restrooms on this main floor besides the one adjacent to the Holistic Health Room. The restrooms in this building are not ADA compliant; however the restrooms in the art studio (next door) are, and can be used by clients with disabilities.

Amenities:

- A CD/Tape player and CDs/tapes are available for your use. You may, of course, bring your own music.
- A heated mattress pad, a space heater, and a towel warmer are available. Please turn off when you are finished.
- If you use the Womanspace massage table, you must return it to its original height when finished.
- Therapists must bring and remove their own sheets, bolsters, towels or other coverings.
- A shelf is available for you where you may store some materials.
- A restroom is available adjacent to the Holistic Health Room.
- You may light the candles that are in the room or bring your own, but please extinguish them when you leave.
- We would prefer that you not light incense during your sessions.

Cleaning Fees:

Renter agrees to return rented area to its original order before leaving the premises. If the area is not left in good order, a cleaning fee of \$25 to \$50 may be assessed by Womanspace.

No smoking is permitted on the Womanspace campus.