



# Reservation Request

Name of organization: \_\_\_\_\_

Organization's mission: \_\_\_\_\_

\_\_\_\_\_

Contact information: \_\_\_\_\_

\_\_\_\_\_

Reservation date & time: \_\_\_\_\_

Anticipated number of participants: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advertisement arrangements: \_\_\_\_\_

\_\_\_\_\_

Set-up configuration: \_\_\_\_\_

\_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

Please note a cleaning fee of \$150 is charged per each reservation. This fee is waived for events significantly related to our mission: to progress the way construction methods are perceived and implemented in Chattanooga by: advocating best practices for sustainable development, providing various educational opportunities, as well as, a resource center for commercial and residential projects, showcasing the best eco-friendly materials and methods. Any damage to the space or contents within it will also incur a reasonable fee associated with its respective repair.

For gls use: Event scheduled by: \_\_\_\_\_

Fee Collected: \_\_\_\_\_ or Fee Waived: \_\_\_\_\_

Approved by: \_\_\_\_\_