



FACILITY RENTAL APPLICATION

Applicant Information - Bedford Residents Only (please print neatly):

Name: _____
Last First Date of Birth

Address: _____
Street City Zip

Phone: _____ Email: _____

Staff Use Only: Residency Verified by _____ Document Type _____ Issue _____ Exp _____
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Space(s) Requested (check all that apply):

Single Classroom ____ Double Classroom* ____ Gymnasium ____ Warming Kitchen* ____ Pavilion A ____ Pavilion B ____

**Double classroom (Rm 4) includes use of kitchenette with refrigerator, sink, microwave. Warming kitchen, located adjacent to the gymnasium, is only available with gymnasium rental.*

Date Requested: _____
First Choice Alternate

Rental Hours** : _____ Number of Guests Expected: _____
Start Time End Time

***Rental Hours must include any setup and cleanup time needed. Doors will be unlocked at start time stated on permit. Six foot round-top tables and chairs will be setup by City staff based on expected number of guests unless otherwise requested.*

Event Purpose: _____

Will food be served? YES NO Will alcohol be served? YES NO

By signing below, applicant affirms all information above is accurate and applicant has received and agrees to the City of Bedford Ellenwood Center Rental Rules and Regulations. Note the following:

- **Facility is not accessible before or after time indicated on permit. Rental hours must include all time needed in facility (setup and cleanup). Resident permit holder must be present for duration of event.**
- Prohibited items include but are not limited to open flames, bounce houses, inflatables and climbing walls; as well as the use of nails, tape, glue, tacks, putty, Command Strips or similar items.
- Smoking/vaping and gambling are prohibited.
- See City of Bedford Ellenwood Center Rental Rules and Regulations for additional requirements.

Signature of Applicant: _____ Date: _____

Staff Use Only: