

**Timpview High School Building & Room Rental  
Reservation Request Form**

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

(Circle One)

Type of Organization:      Non-Profit      Commercial      Out of Area Commercial

Date & Time Preference:

|                          | Dates | Start Time | # of Hours of Rental |
|--------------------------|-------|------------|----------------------|
| 1 <sup>st</sup> Choice – |       |            |                      |
| 2 <sup>nd</sup> Choice – |       |            |                      |
| 3 <sup>rd</sup> Choice – |       |            |                      |

Area(s) of Facility requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Rental, please specify

Estimated number of people expected to attend: \_\_\_\_\_

Describe Additional needs, ex. Tech Crew, Security, etc:

*Rental agreements will only be finalized once a current certificate of liability insurance is on file. Please verify all requested dates and times are open within the rental venue you desire to reserve and rent. **Final notification of secured venue request will be given 90 days prior to scheduled event with proof of insurance and payment.***