

HSNC – Rental – Courtesy HOLD REQUEST

Renter Contact Details: (All details are mandatory)

HSNC Member: YES - NO (Circle ONE)

Facility Requestor (Renter) Name: _____

Organization OR Group Name: _____

Contact #: Mobile (_____) _____ Work: (_____) _____ Residence: (_____) _____

E-mail: _____ Fax Number: (_____) _____

MUST provide e-mail for communication/confirmation of release on Hold.

Event Details: (Circle One) Personal Use - Group/Organization - Non-Profit Organization - Religious

Event Date:.....				
<i>Circle Required Facility</i>	Facility Requested (Circle Required)			
<i>Write Start and Stop Time</i>	Main Cultural Hall	Temple Hall	Sai Room	Learning Center Room
From Hrs: (Start Time)				
To Hrs: (Stop Time)				

Acceptance of HSNC Facility Rental HOLD Request:

I / We on behalf of my Group / Organization agrees that it is courtesy Hold for up to 7 days, subject to availability and HSNC Rental committee may release the hold sooner than 7 days if other request to rent the facility arise from someone else for same date and same facility. 7 Days courtesy HOLD will be released and facility will no longer be held per this request. Requester must put rental application with 7 days to confirm the booking per rental guidelines.

Name: _____ Request Date: _____

Signature of the Renter: _____ Release Date: _____

----- Please DO NOT Write BELOW this LINE -----

HOLD By:..... Released By:..... Date:.....