**Baptist Collegiate Ministries (BCM) at ODU Building Reservation and Rental Form**

**General Info Your name:**

Phone number:

Email:

Organization's name:

Today's date:

Reservation information Date of reservation (please note if this is a recurring event):

Meeting time and length (include set up and clean up):

Purpose of meeting:

What rooms in the BCM will you be using?

How many people will be attending this event?

□ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the rental fee (if applicable) of $75 per use.

□ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agree to uphold all the policies listed in the Policies of Reservation/Rental. I agree to be responsible for any damages resulting from failure to follow these policies and/or abuse during my time of usage.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_