

Date of request: _____



YOUTHVILLE ROOM REQUESTS

Please complete & send the room request form to YouthVille Front Desk by fax (313-309-1340) or mail to address above for availability and approval.

Requestor's Information

Contact Person: _____ Phone Number _____

Email: _____

Organization Name: _____

Billing Address: _____

City: _____ State _____ Zip Code _____

Room availability is during non YouthVille activity hours.

Room Selection

<u>Select Room</u> <input checked="" type="checkbox"/>	<u>Room</u>	<u>Suite Number</u>	<u>Capacity</u>	<u>4 Hour Minimum Rate</u>	<u>Additional Hourly Rate</u>	<u>Technology Included</u>
	Executive Board Room	2210	20	\$ 230.00	\$ 30.00	LCD Projector & Screen, TV
	Conference Room A	2210	10	\$ 90.00	\$ 12.00	White Board
	Conference Room B	2212	10	\$ 90.00	\$ 12.00	White Board
	Commons Area	1340	128	\$ 350.00	\$ 40.00	LCD Projector & Screen Audio System
	Activity Room 1	1050	24	\$ 70.00	\$ 12.00	None
	Activity Room 2	1060	25	\$ 70.00	\$ 12.00	None
	Activity Room 3	1070	25	\$ 70.00	\$ 12.00	None
	Activity Room 4	1080	23	\$ 70.00	\$ 12.00	None

*Activity Rooms can be joined together to create a larger room
Suite 1340 (Commons Area) can be combined with suites 1050, 1060, 1070 & 1080 to accommodate 225 people – Cost for entire space \$630 with add hourly rate of \$98*

Number of Expected Guests: _____ Special Accommodations: _____

Date(s) requested: _____

Start Time: _____ End time: _____ (include setup & cleanup times)

Meeting Description/Title: _____

Room Setup

Room Setup (Table & Chair style)A floor plan or room layout can be sent along with this request.

Technology

Some meeting rooms are equipped with phone/conference call features, LCD projector and screens, TVs, VCR/DVD and white boards. If the room is not equipped YouthVille is able to provide the additional technology for a small fee.

____ Podiums (\$12) ____ Microphones (\$12) ____ Portable white boards(\$12)
____ Transparency or LCD projectors (\$30) ____ TV & VCR/DVD carts (\$30)

Catering

If youth meetings include food, the meetings are accommodated on the first floor only

You may make arrangements with a Caterer of your own choice. You will need to provide your own warming devices as well.

Request Submission Process

Send completed and signed room request forms to YouthVille Detroit by fax at 313-309-1301 or by email to lhuff@youthvilledetroit.org. Once received the request will be reviewed by the Managing Director. Upon approval the party will be notified and be required to secure the space with a deposit of 50% of the room fee. The remaining portion of the fee will be due prior to the event. Requests require the minimum of three days to be processed. All requests should be submitted at least two weeks prior to the event and not more than six months in advance.

YouthVille Cancellation Policy

Notice of cancellation for room requests should be submitted as soon as the need to cancel becomes known. Full refund of deposit will be made if a notice of cancellation is sent at least 3 business days prior to scheduled event.

In the event YouthVille is not given due notice of cancellation the party will have to forfeit their deposit.

Submitted by _____ Date _____

For Office Use Only	
Request Received by & date _____	Reviewed by & date _____
____ Approved	____ Denied
____ Room Rental Contact Sent	____ Cancellation confirmation sent