



**The Arc Conference Room Rental Registration**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Date(s) of rental: \_\_\_\_\_

Check if reoccurring: \_\_\_\_\_

Time of rental: \_\_\_\_\_

Duration: \_\_\_\_\_

Room Rental available times: Monday-Friday 8:30 am – 4:00 pm. Alternative hours and weekends available upon request,

**Initial rental fee: \$50.00**

**Reoccurring fee: \$35.00**

**Arc members' rental fee: \$15.00**

**This signed rental agreement and full payment are due prior to meeting or event. Cancellations can be made up to 24 hours before the scheduled meeting or event to have rental payment fully refunded.**

Renter is responsible for clean-up. The Arc will have coffee, snacks, and other refreshments for a small fee.

I have read, understand, and will honor all rental terms and conditions for The Arc of Indiana County Meeting room.

Sign/typed signature: X \_\_\_\_\_

Date: \_\_\_\_\_

Arc Staff/ Scheduled: \_\_\_\_\_

Date: \_\_\_\_\_

To Pay Online go to ( [www.arcindiana.org](http://www.arcindiana.org) ) or make check payable to The Arc of Indiana County and mail to 120 N. 5<sup>th</sup> Street suite #2, Indiana, Pa.

For more information about becoming a member of The Arc of Indiana County, please log onto [www.arcindiana.org](http://www.arcindiana.org) and refer to membership tab.

