

Rental procedure:

- 1) Fill out the Application (name, address, contact number, dates and times) and sign.
- 2) Read and sign the Facility Usage form.
- 3) Fill out the PAC Equipment rental list (spreadsheet). This will give you an idea of your total costs.
- 4) Read all other forms.
- 5) MUR (cafeteria) is a separate rental and will need an additional form and approval.
- 6) Once your application is approved, you will need to submit a 25% cancellation/security deposit to hold your dates.
- 7) Two weeks prior to move in, you will be required to submit 100% of rental costs totaling 125%. Any overage payments will be refunded 2-3 weeks after your event.