

# Vista Grande Facility User Renter Request

Request Date \_\_\_\_\_

**Program or Event Name**

**Instructor/ Renter Name**

**Contact Phone #1**

**Contact Phone #2**

**Email**

**Date of Event and/ or day(s) of week**

**Alternate Dates**

**Time** (Includes Set-Up and Clean-Up)

**Room Requesting**

**Equipment Needed**

**Description of event or class. Include any fees.**

\_\_\_\_\_ **Reservation is not complete until contract is signed and payment is made.**  
Renter's Initials

