



THINKING OF HOSTING AT THE UWMS COMMUNITY CENTER?

AREAS AVAILABLE FOR RENT:

- **BASKETBALL GYM**
- **OUTDOOR FIELD**
- **CLASSROOM**
- **MEETING ROOM**

Complete the Event & Space Rental form and email it to info@uwms.org.

Please book your event in advance!

FOR MORE INFORMATION CONTACT: INFO@UWMS.ORG



Event & Space Rental Form

600 Bear Ridge Road • Pleasantville NY • 10570

1. Organization name: _____

2. Primary contact name: _____ Phone number: _____

Address: _____ Email: _____

3. Do you have insurance? Yes No, I would like UWMS to provide insurance

4. Type of event: _____ (E.g. sports, wedding, birthday etc.)

5. Will food be served? Yes No

6. Approximate number of people attending: _____

7. Timeframe space is needed for: _____ am/pm to _____ am/pm (Please include set-up and clean-up time)

8. Space requested: Gymnasium Classroom Field Playground

Other (Please specify) _____

9. Will this be an outdoor event? Yes No

10. Date requested: _____ Are there any alternate dates that will work for your event? _____

11. Are you a UWMS member? Yes No

12. Please check all that apply if you would like your event advertised by UWMS:

Website Announcement Email WhatsApp Facebook

Signature: _____ **Date:** _____

Submit completed form to Buildings and Grounds Committee at info@uwms.org.

UWMS USE ONLY

Date availability: _____ Space availability: _____ Insurance requirements: _____

Waivers required: _____ Accommodations request: _____ Total Fee \$: _____

UWMS approval: _____

Buildings & Grounds Committee Signature: _____ Date: _____

Operations/Executive Committee Signature: _____ Date: _____