



SPACE USE REQUEST

Primary Contact Name: _____

Contact Phone: _____

Contact Email: _____

Are you renting on behalf of an organization/company or as an individual?

Individual

Organization/Company | Name of Organization/Company _____

Meeting Type: Single/One-time Event Recurring Event

Event/Meeting Name: _____

Total Anticipated Participants: _____

Description – Please describe the purpose of the event, including target audience and setup plans if applicable. Include frequency if you selected “recurring” and any other information that will help us when finding space for your event/meeting.

First Choice Date: ____/____/____ Second Choice Date: ____/____/____

Start Time: _____ End Time: _____

Do you need additional time for set-up and/or break-down? Yes No

Will media or photographers be present? Yes No

Do you need A/V or other equipment? Yes No

Please submit via email to ectors@mizell.org or drop off at the Mizell lobby front desk. Submission of this request does not constitute a reservation. Please submit with as much advance notice as possible.