

## RESERVATION FORM The Island School

Committee Responsible for Event:	
Co-sponsoring Organization (if applicable):	
Contact Person for Event:	
Phone:	Email:

Name or Purpose of Event:	
Number of Attendees Expected:	
Date of Event:	
Time of Event:	From: _____ To: _____

Rooms Required for Event:	Rate:	Number of Hours (incl. setup & takedown):	Total Cost:
Webster Hall (holds 392 Plus 60 stage)	\$20/hr		\$
Kitchen (4 people)	\$9/hr		\$
Library (holds 30 people)	\$10/hr		\$
Classrooms (60) (number needed _____ )	\$10/hr/room		\$
<b>Estimated Total Cost:</b>			<b>\$</b>

Committee Chair approval:	
Date Submitted (emailed):	

Please email completed form to:  
Robin Hanway at [7802544@msn.com](mailto:7802544@msn.com) at least 30 days prior to event.

For assistance with sound, chair set up or parking lot issues, please contact the Operations Committee (Stan Stumbo, 206.842.1458; stanstumbo@comcast.net)

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Reservation confirmed by:

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