



Facility Rental Request Form

DATE: _____

The information you provide in this application will be used to determine if space is available for rent. Requests should be made no later than 10 days in advance of rental date. Please allow 2 business days for a response to your request.

Please fill out form completely and see the return options below:

I. RENTER - INDIVIDUAL, ORGANIZATION OR COMPANY

Name: _____

Mailing Address: _____

City, State, Zip: _____

Are you a **501(c)3** (circle one): YES / NO Federal Tax ID #: _____

Contact Person: _____

Contact Phone #: _____ Contact Fax #: _____

Contact Email, Website: _____

2. REQUESTED DATE(S): 1) _____ 2) _____ 3) _____

3. SCHEDULE *(total time in studio/theater):*

Arrival Time: _____ Event Start Time: _____

Departure Time: _____ Event End Time: _____

4. TYPE OF EVENT (check one):

- THEATER PERFORMANCE
- STUDIO REHEARSAL
- SPECIAL EVENT
- AUDITION
- OTHER (Please describe) _____

5. ATTENDEES: Indicate total number of expected attendees/guests _____

To Submit Your Rental Request:

By Mail: Send completed form to the attention of...
Niki Spruill, Rentals Manager, The Harlem School of the Arts, 645 St. Nicholas Ave. NY, NY 10030

By Email: Scan completed form and email to nspruill@hsanyc.org

By Fax: Fax completed form to 212-926-8653 (no cover sheet necessary)

Please be advised that we do not rent space for the purpose of private or group classes.