

**American Red Cross of Summit and Portage Counties
Summit County Office**

501 West Market Street, Akron, Ohio 44303
Tel: (330)535-6131 Fax: (330)535-4330

ROOM RESERVATION REQUEST

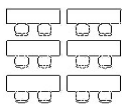
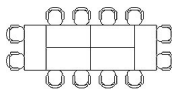
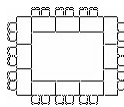
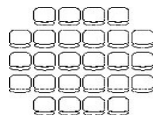
Organization:	
Address:	
Contact Person:	Telephone:
Payment Method: <input type="checkbox"/> Purchase Order (attach copy) <input type="checkbox"/> Check	
<input type="checkbox"/> Credit Card: Visa, MC (circle one) #	Exp. Date:
Date of Function:	
Time In:	Time Out:
Description of function:	
Number of persons attending:	

<input type="checkbox"/>	FirstEnergy Community Room West 120 occupants maximum depending on configuration	Set-up/Take Down Charge \$100.00
<input type="checkbox"/>	FirstEnergy Community Room East 120 occupants maximum depending on configuration	Set-up/Take Down Charge \$100.00
<input type="checkbox"/>	Key Bank Room (Main Level behind Reception) 35 occupants maximum depending on configuration	Set-up/Take Down Charge \$60.00
<input type="checkbox"/>	Silver Room (Upper Level Near Elevator) 25 Occupants maximum depending on configuration	Set-up/Take Down Charge \$50.00
<input type="checkbox"/>	Bank One Youth Room (Upper Level Corridor) 25 Occupants maximum depending on configuration	Set-up/Take Down Charge \$50.00
<input type="checkbox"/>	Ruhlin/Kenmore Room (Main Level Hallway) 12 Occupants maximum depending on configuration	Set-up/Take Down Charge \$25.00

Additional Equipment/Services:

Beverage Service (\$1.25 per person)	<input type="checkbox"/>	Risers (\$10.00 each)	<input type="checkbox"/>
P.A .System (Community Rooms Only) (\$25.00)	<input type="checkbox"/>	Podium (\$5.00)	<input type="checkbox"/>
TV/VCR/DVD combo (\$15.00)	<input type="checkbox"/>	Early Entry / Late Exit (\$40.00 x __ hours)	<input type="checkbox"/>

Room Configuration (Not all configurations available in all rooms – call with questions)

Classroom <input type="checkbox"/>	Conference <input type="checkbox"/>	Hollow Square <input type="checkbox"/>	Theatre <input type="checkbox"/>
			

I have read the Rules for Use of Red Cross Facilities by Outside Groups and agree to the terms:

_____	_____
(Authorized signature)	(Date)

Total Reservation Fee: _____