

Training Annex Rental Request Form

Please print out this form and complete the requested information.

Date: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Non-profit*: _____ **For-Profit:** _____

(*Please attach a copy of your tax-exemption certificate.)

Date of Event: _____

Time:
Setting Up: _____

Event: _____

Closing: _____

Title and Description of Event:

Space Requested: _____

Number Expected: _____

Set-up Requirements: _____

A/V Requirements: _____

Catering Requirements: _____

Other Needs: _____

Once your information has been received, a Foundation Center representative will contact you to discuss your needs and arrange an optional site visit.

Fax this form to:

Luz Rodriguez
Training Coordinator
(212) 691-1828

OR

Mail this form to:

Luz Rodriguez
Training Coordinator
The Foundation Center
79 Fifth Avenue
New York, NY 10003