

Learning Center 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**

Date of Event: (Monday – Friday only.) _____

Time: (9:00am–5:00pm only.) _____

Description of Event: _____

Space requested: _____

Number expected: _____

Room Set -up: _____

(Please note that any configuration other than theater-style requires client setup.)

A/V requirements: _____

Catering requirements: _____

(Ordering, setup, and cleanup are client's responsibility. Please note there is no food allowed in the computer lab.)

Other needs: _____

Fax this form to:

Patricia Pasqual, Director, (202) 331-1739.

Nonprofit organizations must include a copy of their tax-exemption certificates.

By mail, forms should be sent to Patricia Pasqual, Director, The Foundation Center, 1627 K Street, NW, 3rd Fl, Washington, DC 20006. Once your information has been received, a Foundation Center representative will contact you to discuss your needs and arrange an optional site visit.