

# NEYT CLASSROOM RENTAL REQUEST FORM

You can review our rental information on our website ([www.neyt.org](http://www.neyt.org)) or in the office.

DATE OF APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_

POINT PERSON (IF DIFFERENT): \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

## EVENT INFO

TYPE OF EVENT: \_\_\_\_\_

REQUESTED DATE(S) OF EVENT: \_\_\_\_\_

ESTIMATE ON DURATION OF EVENT: \_\_\_\_\_

### TECHNICAL NEEDS:

\_\_\_\_\_ No technical support needed (either no lights/sound needs, or using own tech staff)

\_\_\_\_\_ Need to hire tech support for lights/sound/video. PLEASE DESCRIBE NEEDS BELOW:

\_\_\_\_\_  
\_\_\_\_\_

HOW MANY ROOMS NEEDED?: \_\_\_\_\_

SIZE OF GROUP: \_\_\_\_\_

SPECIAL NEEDS/REQUESTS: \_\_\_\_\_

NON-PROFIT STATUS? Yes \_\_\_\_\_ No \_\_\_\_\_

**After receiving your request, we will process the information and respond to you as soon as possible. You can reach our rental department by phone at 802.246.6398 ext. 106.**

**If mailing this request, please send to:**

**NEYT  
100 Flat Street  
Brattleboro, VT 05301**