



# HELLENIC CENTER

## Application for Use of the Facility

Name of Renter : \_\_\_\_\_ Date of Application: \_\_\_\_\_

Select Type of Group:

- ☐ Hellenic Affiliated Group  
☐ Other Group

Select Room:

- ☐ 1st Floor Multipurpose Room for Meeting  
☐ 1st Floor Multipurpose Room for Event  
☐ 2nd Floor Board Room

Person in Charge of Function (PIC): \_\_\_\_\_

Contact Information: Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Function and Duration: \_\_\_\_\_

Description of Function: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Are you interested for future rentals? YES.....NO.....

I have read and agree to abide with the **policy requirements\*** of the Hellenic Center regarding the use of its facility.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

HC Representative name and contact: \_\_\_\_\_

Hellenic Affiliated Groups	Rent	Cleaning Fee	Total
1st Floor Multipurpose Room for Meeting	\$100	\$100	\$200
1st Floor Multipurpose Room for Event	\$200	\$100	\$300
2nd Floor Board Room	\$100		\$100
Other Groups	Rent	Cleaning Fee	Total
1st Floor Multipurpose Room for Meeting			
1st Floor Multipurpose Room for Event	\$400	\$100	\$500
2nd Floor Board Room	\$100	\$50	\$150

**NOTE:** Per Mont. Co. Fire code, total number of allowable occupancy shall not exceed \_\_ persons

**\* Policy Requirements:** Renter shall provide proof of own insurance binder. Smoking is prohibited in the building. No political gatherings or affiliations are allowed. Rental fee per function is required, as applicable. Facility should be left clean after the function. All trash must be removed. The PIC must contact the designated HC representative prior to the end of the function rental, for inspection and confirmation that the facility is left in satisfactory order.

AHEPA CHAPTER 383 | CRETAN ASSOCIATION OF GREATER WASHINGTON D.C. | EPIROTIC SOCIETY OF WASHINGTON D.C. |  
THE HELLENIC SOCIETY PROMETHEAS | LACONIAN SOCIETY OF WASHINGTON D.C. | ROUMELIOTES OF METRO  
WASHINGTON D.C. | THE VOIRVOIRA SOCIETY