



# Facility Rental Interest Form

Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Specific Area requested:

- Single office
- Office Suite (reception & common meeting area & 2 private offices)
- Main Lobby
- 1<sup>st</sup> floor classroom (trainings & meeting space)
- Computer Lab (3<sup>rd</sup> floor)
- 3<sup>rd</sup> floor classroom (training classes & meeting space)

Approximate number of expected attendees: \_\_\_\_\_

Will event be open to the public: Yes \_\_\_\_\_ No \_\_\_\_\_

Are guests paying to attend event? Yes \_\_\_\_\_ No \_\_\_\_\_

Person responsible for event: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Please return completed form by**

**Mail:** FDCA  
1001 Indiana Avenue  
Toledo, Ohio 43607

**Fax:** (419) 244-4402  
**Email:** [info@fdcatoledo.org](mailto:info@fdcatoledo.org)

**Thank you for your consideration of the Frederick Douglass Community Association.**