

# JAIN SOCIETY OF METROPOLITAN WASHINGTON

1021 Briggs Chaney Road Silver Spring, MD 20905

## Application for Renting Chairs & Tables for Private Event

*A complete application must be sent to the Director of Facilities via email to: [Facility@JainSocietyDC.org](mailto:Facility@JainSocietyDC.org), minimum two weeks prior to the event date.*

Today's Date: \_\_\_\_\_

Member's first name: \_\_\_\_\_

Member's Last Name: \_\_\_\_\_

Address: Street # and Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Resident #: \_\_\_\_\_ Mobile # \_\_\_\_\_

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

Pick-up Date \_\_\_\_\_ Day \_\_\_\_\_ Return Date \_\_\_\_\_ Day \_\_\_\_\_

Item Name	Quantity	Amount \$	TOTAL
Chair		\$1.00	
Table		\$5.00	
<b>Grand Total:</b>			

**If granted permission to rent, members must abide by the below rules and regulations:**

1. Member must pay \$101.00 (One hundred and one dollars) deposit towards renting chairs & tables at the time of pick-up.
2. Cost of damaged/lost item will be deducted from Deposit amount.
3. Member must pay rental amount as donation at the time of return.
4. Member must make appointment with Director of Facility one week prior to the actual pickup date.
5. All chairs and tables must be clean upon return.
6. Member will be responsible for paying full price of item if any chairs and/or tables is/are damaged or broken.

**Submission of application does not automatically give anyone permission of picking up the items. Permission will be granted on a first come first serve basis.**

I/We have read and fully understand the rules and regulations.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up by: \_\_\_\_\_ Date: \_\_\_\_\_

Return received by: \_\_\_\_\_ Date: \_\_\_\_\_