

## Facility Rental Request Form

Please fill out this form to request your company or organization's rental of the Lancaster Science Factory. We will do our best to accommodate your needs and we will contact you to confirm your visit or to notify you about any potential conflicts.

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

Company or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

The contact person must inform the Science Factory of any changes as soon as possible.

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact's Fax Number: \_\_\_\_\_

Type of Rental (circle one):

Full Facility- \$200 per hour, minimum of 2 hours; outside of regular business hours; use of entire facility with unlimited guests

Classroom Rental- \$75 per hour; during our regular business hours; can accommodate up to 30 people; guests pay \$7.00 group rate which includes admission to the museum

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tentative Number of Guests: Children # \_\_\_\_\_ Adult # \_\_\_\_\_

(We recommend one adult for every four children ages 8 and under; one adult for every 6 children 9 and over)

Do you plan on having a caterer/food available? \_\_\_\_\_

Are you interested in reserving our classroom space? \_\_\_\_\_

Are you planning on using our smartboard for a presentation? \_\_\_\_\_

Date Requested: \_\_\_\_\_ Second Choice for date: \_\_\_\_\_

Set up Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

For children, we encourage the use of activity guides which are available at [www.lancastersciencefactory.com](http://www.lancastersciencefactory.com) under the Education tab.

Please mail this form to:

Lancaster Science Factory

Attn: Audrey Lilley

454 New Holland Ave.

Lancaster, PA 17602

Or **fax** the form to 717-509-6386

Or **e-mail** to: [alilley@tlsf.org](mailto:alilley@tlsf.org)

