

REQUEST MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT

REQUEST FOR ITC RENTAL DATE OF REQUEST _____

ORGANIZATION _____

DEPARTMENT _____

NAME OF CONTACT _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL _____

ADDRESS _____

DATE REQUESTED _____

TYPE OF EVENT _____

BEGIN/END TIMES _____

NUMBER OF PEOPLE _____

WILL YOU BE HAVING FOOD AND DRINK? YES NO

Signature _____ Date _____

PLEASE COMPLETE THIS FORM AND FAX IT TO 817.215.8754

ATTN: KRISTEN HANSON

YOU WILL BE CONTACTED BY PHONE WITHIN 48 HOURS REGARDING YOUR REQUEST

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