



Facility Rental Form

Please provide at least one month notice prior to desired date.

The International Women's Air & Space Museum's mission is to preserve the history of women in aviation and space and to document their continuing contributions today and in the future, therefore IWASM reserves the right to turn away any organization or individuals seeking a rental agreement that do not further the mission of the museum.

Today's Date	
Name	
Organization Name (if applicable)	
Address	
City, State, Zip	
Phone #	
Email	

Event type	
Number of attendees	
Event Date	
Event Time	
Equipment needed:	(please circle all that apply)
Podium	Projection Screen
Microphone	Laptop
How many do you need?:	
8" long (can seat up to 8 people)	
4" rounds (can seat up to 6 people)	
Chairs	
Add-Ons (please circle all that apply):	Guided Tour
Mascot Appearance (\$50)	Exhibit Scavenger Hunt
IWASM Presentation (\$25)	Other _____

Do you have any special instruction relating to setup:

* Parking is not included. The parking lot in front of Burke Lakefront Airport typically charges \$6 per car for all day parking.

OFFICE USE ONLY

Organization _____
Name _____
Amount Paid _____
Date Paid _____

Add-Ons	\$.00
Rental Fee	\$ 250.00
*Deposit Paid	\$ 75.00
Total due	\$.00

*The \$75 deposit is non-refundable and only reserves your desired date. The remaining balance must be paid two weeks prior to the actual event.

Receipt upon request