

North Star Meeting Space Request

Fill out the form below and email it to the Center. Note: by filling out this form YOU ARE ONLY MAKING A REQUEST, YOU ARE NOT BOOKING SPACE. Someone will get back to you within a few business days to let you know the status of your request.

First Name		Last Name		Phone	
Organization/Group/Company			Email		Website
Address			City		State
					Zip Code
Name (title) of the event or meeting				How many people do you expect?	
Description of the event or meeting					
What kind of event is it (group meeting, party, panel, etc)?			It is a: <input type="checkbox"/> one-time meeting <input type="checkbox"/> weekly meeting <input type="checkbox"/> monthly meeting <input type="checkbox"/> quarterly meeting <input type="checkbox"/> other _____		
Is your group a 501c3 nonprofit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			Has your group met at the Center before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you find out about the Center?					
First choice date/day of week		First choice start time		First choice end time	
Second choice date/day of week		Second choice start time		Second choice end time	
Third choice date/day of week		Third choice start time		Third choice end time	
What kind of furniture do you need?			What kind of equipment do you need?		
<p>Terms and Conditions <input type="checkbox"/> I have read and agree to the Terms and Conditions for Using Space at the Center</p> <p>Code of Conduct <input type="checkbox"/> I have read and agree to abide by the Center Code of Conduct</p> <p>User Group Pledge of Non-Discrimination <input type="checkbox"/> I have read and agree to abide by the User Group Pledge of Non-Discrimination</p>					

Please email this completed form to info@northstarlgbtcc.com or bring it to the Center during regular business hours. By submitting this request, YOU ARE NOT BOOKING SPACE. You are filing a request which will be addressed by a human. Please allow up to three business days for someone to respond to your request.