



The Mountaineers Tacoma Program Center - Rental Application

2302 N 30th St, Tacoma, WA 98403

tpc@mountaineers.org

253-566-6965

Three rooms are available for rent when not in use by our various programs. The building was renovated in 2012 with wi-fi throughout the building and other amenities.

Which room(s) would you like to reserve?

___ **Great Hall**, 1st floor, with kitchen access, 14 rectangular banquet tables, 120 chairs, projector/screen, speakers. Ideal for banquet, reception, or auditorium setting events.

___ **Classroom**, 2nd floor, with 12 training tables, 40 chairs, carpeted floor, projector/screen. Ideal for medium-sized meetings and educational programs.

___ **Boardroom**, 2nd floor, with conference table and 15 chairs, display monitor. Ideal for small meetings and presentations.

*Please note that the 2nd floor is not currently ADA accessible.

Please indicate the type of event you are planning:

Business:

___ Presentation

___ Training session

___ Meeting

___ Team Building

Social function:

___ Banquet

___ Party

___ Ceremony

___ Reception

___ Reunion

___ Memorial

___ Dance

___ Auction

___ Other: _____

Date Requested: _____

Approx. Number of Guests: _____

Start and End Times, including set up and clean up: _____

Will alcohol be served? ___ Yes ___ No

Name (& title) of person submitting the application & responsible for the rental fee:

Mountaineers member?: ___ Yes ___ No

501(c)3 organization? ___ Yes ___ No

Email: _____ Phone Number: _____

Street Address: _____

City, State, Zip: _____

Applicant's signature: _____ Date: _____