



ROOM RENTAL FORM

Rental fee = \$50

NAME

DATE AND TIME

NATURE OF EVENT

NUMBER OF PEOPLE

PHONE NUMBER FOR POINT OF CONTACT

EMAIL FOR POINT OF CONTACT

EVENT PURPOSE

- No alcohol, drugs, or gambling is allowed for any event. Please ensure that the room is left clean and tidy when event is done.
- All room requests are subject to approval by the House's Board of Directors.
- Return the completed form to 12stephouseomaha@gmail.com
- \$50 room rental fee can be paid by cash or check (payable to 12 Step House).
- Put the fee in an envelope. Label it Room Rental Fee & include the name of your event. Then deposit the payment in the safe found in the kitchen area near the McGill Room (the small room upstairs).