Youngstown Historical Center of Industry and Labor  
Facility Reservation Request Form

The reservations and arrangement for the use of the public spaces at the Youngstown Historical Center of Industry and Labor (YHCIL) must be made through YHCIL and the YSU Department of History. No reservation is confirmed until this form is completed, approved and a contract is signed. Questions should be directed to Dr. Martha Pallante at 330-941-1607 or mipallante@ysu.edu. Fax completed form to 330-941-2304 c/o Dr. Martha Pallante.

Organization/Individual hosting event: ______________________________________________

Address: ______________________________________________________________________

Organization/Individual with financial responsibility: __________________________________

If organization, is it a non-profit entity:    Yes    No

Event Title: ____________________________________________________________________

Date of event: ______________________

Start Time: _________________________    End Time: ________________________________

Number Attending: __________________

Description of activities: _________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Will food be served:    Yes    No    If yes, name of caterer: ___________________________

Will alcohol be served: Yes    No    If yes, group must have a liquor license or permit secured through the YSU Office of Alumni and Events Management two weeks prior to scheduled event; please contact Christina Texter at 330-941-2962 for more information.

Do you wish access to the Galleries:    Yes    No

Do you wish to use docents for tour:    Yes    No

Please see Conditions of Use below.
Conditions of Use

1. All space rentals have a two hour minimum.

2. Non-profit cost = $75/hour. All others = $125/hour.

3. All groups are responsible for damage to the facility including excessive cleaning.

4. Please allow ½ hour prior to your event for set-up and ½ hour after your event for clean-up. This is included in your start and end times.

5. Kitchen facilities are minimal, groups serving food should not plan on dishwashing and clean-up at the site.

6. Cost of security is included in the total.

7. Audio/visual equipment is available with advanced notice only.

8. YSU student sponsored events held during regular operating hours may use the space for real costs only.

_______________________________________  ________________________
Signature        Date

_______________________________________  ________________________
Received and Accepted by YHCIL    Date

Checks or purchase orders should be made payable to:

YSU Department of History/YHCIL