



RENTAL REQUEST

**National Floor Safety Institute
 2815 Exchange Blvd., Suite 200
 Southlake, TX 76092
 PH: (817) 749-1700**

Organization Name: Click here to enter text.	Date(s) Requested: Click here to enter a date. Click here to enter text.
Billing Address: Click here to enter text.	Room: <input type="checkbox"/> Conference Room (\$75/day) <input type="checkbox"/> Small Training Room (\$150/day) <input type="checkbox"/> Large Training Room (\$300/day)
Contact: Click here to enter text.	Time(s) Requested: Click here to enter text.
Phone: Click here to enter text.	Number of Guests: Click here to enter text.
Email: Click here to enter text.	Payment Method (due two (2) weeks prior to date(s) requested): <input type="checkbox"/> Check (an invoice will be emailed to the contact) <input type="checkbox"/> Credit Card (a link will be emailed to the contact)

- **All rates include Beverage Services**
- **The Small and Large Training Rooms include Audio/Visual Capabilities**
- **No shuttle service provided. Guests must make their own transportation accommodations.**
- **Guests must make their own Catering accommodations (recommendations available upon request)**
- **Guests must make their own Hotel accommodations (recommendations available upon request)**

SPECIAL REQUESTS:

- Assorted Cookies (\$5/dozen)** [Click here to enter text. Dozen Requested](#)
- Assorted Snacks (\$10/Dozen)** [Click here to enter text. Dozen Requested](#)
- Other** [Click here to enter text.](#)
- [Click here to enter text.](#)
- [Click here to enter text.](#)

The following Cancellation Policy applies:

Four (4) + days prior to the rental date = 100% refund less \$10 processing fee
 No refund will be issued for cancellations received less than three (3) days prior to the rental date

Please sign below to indicate your understanding of the above terms. Date: [Click here to enter text.](#)

Signature: *[Click here to enter text.](#)*