



Lobby Use Request Form

Please email completed form to office@yatesproperties.com. A refundable \$100 cash deposit is required, which will be returned in full if there are no additional cleaning fees or damages.

Primary Contact: _____

Phone Number: _____ Email Address: _____

Address: _____

Business/Organization Name: _____ For or Non-Profit? _____

Date and time of use: _____

Purpose of rental: _____

Signature: _____ Date: _____

Office Use Only

Request accepted/denied

Notes: _____

Landlord's Agent Signature: _____ Date: _____