



# FACILITY RENTAL REQUEST

This form is intended to generally describe your facility rental request for the Lancaster Science Factory. Requests are not approved until a contract is executed. Please send completed forms to Whitney Lupton at [wlupton@tlsf.org](mailto:wlupton@tlsf.org).

Today's Date: \_\_\_\_\_ Proposed event date: \_\_\_\_\_  
Proposed set up time: \_\_\_\_\_ Proposed tear-down time: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The contact person for the rental is responsible for notifying the Lancaster Science Factory of any changes to this request as soon as possible.

Billing Address: \_\_\_\_\_

Rental requested (Check all that apply):

- Exhibit Hall ----- \$300 per hour with a minimum of 2 hours.
- Castagna Learning Center ----- \$100 per hour during business hours, \$150 outside of regular business hours, or \$50 when added to exhibit hall rental.
- Maker Space ----- \$100 per hour during business hours, \$150 outside of regular business hours, or \$50 when added to exhibit hall rental.

Briefly describe your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tentative number of guests: Adults \_\_\_\_\_ Children \_\_\_\_\_

Events that include children must also ensure one adult chaperone for every four children in grades 3 and under, or one adult chaperone for every six children in grade 4 or over. Adults must supervise children at all times.

Rentals are subject to availability. Please choose at least one backup date: \_\_\_\_\_

**Did you know we're also a great venue for team building?  
Bring your staff to the Science Factory to complete special challenges or scavenger hunts  
on our exhibit hall floor to build trust and camaraderie within your group!**