

# Room Reservation Application

1620 Pleasant St. Des Moines, IA 50314  
 Contact: [desmoinespridecenter.board@gmail.com](mailto:desmoinespridecenter.board@gmail.com)  
 (515) 612-6604



## Room Reservation Process

1. Application submitted to the email listed above.
2. A board member will send confirmation of room request
3. The reservation will be booked after receiving confirmation from the Pride Center, to schedule a walk through of the space prior to your event this will need to be arranged with the Pride Center Board and can be accommodated.

## Application information

Organization:			
Organization Type:			
Contact Name:		Phone Number:	
Email:		<input type="checkbox"/> Please sign me up for the Pride Center newsletter	
2nd Contact Name: (if applicable)		Phone Number:	
Email:			
		<input type="checkbox"/> Please sign me up for the Pride Center newsletter	

## Event Information

Event Title			Expected Attendance	
Type of Event	<input type="checkbox"/> Meeting <input type="checkbox"/> Presentation/class <input type="checkbox"/> Banquet <input type="checkbox"/> Party/Social <input type="checkbox"/> Other _____			
Requested Date(s)			Is this event over multiple days? Explain	
Time(s)	Setup start:	Event Start:	Event End:	Cleanup End:
Description of event and if applicable registration URL (please note any alternative ways people might describe your event so that the Pride Center can assist with marketing efforts):				