



Houston Street Center

273 Bowery, New York, NY 10002
Phone: 212-475-5008 · Fax: 212-475-4231

SPACE USAGE APPLICATION

Authorized Representative

Name:		Position:	
Organization:			
Street Address:			Apt:
City:	State:	Zip:	
Phone:		Fax:	
Email:	Website:		

Contact Person

Name:			
Street Address:			Apt:
City:	State:	Zip:	
Phone:	Email:		

Rental Request Information

Briefly describe the activity that will be happening in the space:

What is the preferred day of the week for the rental? Mon Tues Wed Thurs Fri Sat Sun

Is this flexible? Yes No

What is the preferred time of day for the activity? From _____ to _____

Is this flexible? Yes No

Will this be a continuous or one-time rental? Continuous One-time
If continuous, what are the preferred start and end dates? Start date _____ End date _____

How many people does the space need to accommodate? _____

Mission Statement

Please give a brief description of your organization/group's mission:

Non-profit status: 501(c)3 or other incorporated non-profit For-profit Other (please explain):

Community Programming

Does your program specifically serve or outreach to the Lower East Side, Chinatown, East Village, or Little Italy communities? Yes No If yes, please specify:

Is your event open to the public? Yes No

Will your program charge any fees to participants in this facility? Yes No

If you checked "Yes", please continue to answer the questions to the end of this section. If no, skip to the next section.

What are the projected fees? (e.g. \$XX per week, \$X per class/visit)

Do you charge on a sliding scale?

How many scholarships are you offering?

If none, would you consider offering scholarships, and if so, how many?

In what other ways, if any, do you make your programs accessible to residents with low, extremely low or no income?

Participant Information

According to the federal income definitions below, please provide an approximation of what percent of your participants are in each income category. (e.g. 35% low, 65% moderate, **the total must add up to 100%**)

___% Low Income + ___% Moderate Income = **100%**

Family of 1:	under - \$49,149	over \$49,149
Family of 2:	\$49,150 - \$55,299	over \$52,299
Family of 3:	\$55,300 - \$61,499	over \$61,499
Family of 4:	\$61,450 - \$66,349	over \$66,349

This information is mandatory and is required for our funding purposes.

Part III: Please Provide Two Professional References for Your Program

Reference #1	Reference #2
Name:	Name:
Organization:	Organization:
Phone Number:	Phone Number:
E-mail:	E-mail:

The Houston Street Center partners, University Settlement, and the Chinatown YMCA, do not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, age, sexual orientation, gender identity or gender expression in the administration of any of its programs or policies.

Signatures

By signing below, Client’s representative acknowledges that he/she has authority to enter into agreements on behalf of Client, and that he/she has received, read and fully understands the Rental Agreement and the documents included by reference, and that he/she will be included in the Houston Street Center’s mailing list.

Client Representative: (Print Name)	Center Representative: (Print Name)
Signature:	Signature:
Date:	Date:

Please return application to: Attn: Space Rental, University Settlement, 273 Bowery, New York, NY 10002