



The Cube

Live • Learn • Create
Master Community Association



Office Use Only

Date received: _____

Approved Yes No why _____

Contract complete date: _____

Coordinator assigned: _____

Reservation Request

All Items must be complete before a rental contract can be created.

Return your completed form in-person or via email to Cube@stapletoncommunity.com

Reservation Information

Requested Date: _____ Requested Time: _____ (includes set-up & tear-down)

Expected attendance: _____

Please indicate the nature of your event: _____

Will you be using the catering kitchen? _____

Applicant Information

Primary Contact: _____

Name of organization or company (if other than primary contact) _____

Address: _____ Stapleton Resident Non-profit

Phone: _____ Email: _____

Equipment Information

Will you be using any of the following equipment?

- Projector (HDMI,VGA or USB connection)
- Microphones (handheld and lapel available)
- Round Tables (12 available)
- Rectangle Tables (10 available)
- High-top Tables (5 available)
- Chairs (230 available)
- Other _____

The Cube comes prepared with an 8' x 40' stage with a rounded front. Additions, changes or removal of the stage must be written into your contract and are assessed an additional fee (\$100). Would you like to discuss stage options? YES NO

All reservation requests are pending approval and availability. Please note that your reservation is not complete until you have a completed, signed contract. Your reservation request will be processed within 5 business days of receipt.