

Building Rental To Do List

- 1) Fill out building rental application and tax exempt form if applicable**
- 2) Application is approved by Artistic Director and invoice for rental fees is mailed**
- 3) \$25 deposit is required to hold date; remaining balance is due 30 days prior to event**
- 4) If you would like DCTV to videotape event, contact Station Manager at 419-784-3401**