



ATHENÆUM

a place for

Conversation • Culture • Celebration

Meeting Room Request Form

The Athenaeum/Das Deutsche Haus was originally designed as a community center. The mission of the Athenaeum Foundation continues that spirit by offering our meeting rooms to charitable and community-based organizations.

Complete and return this form with any special set up instructions 15 days prior to your meeting. If you have any questions or concerns please contact the Athenaeum Foundation at 317.655-2755.

Organization/Meeting Information			
Organization Name:			
Primary Contact Name:			
Contact Phone:			
Contact e-Mail:			
Billing Address:			
Date of Meeting:			
Start Time:		End Time:	
Purpose of Meeting/Meeting Name:			
Expected Attendance:			
Room Requested:			
Auditorium (up to 300)		Max Kade Suite (up to 60)	
Damenverein (up to 90)		Max Kade Directors (up to 10)	
Willkie Room (up to 70)			

Meet Me At The A!

401 East Michigan Street • Indianapolis, Indiana 46204 • 317.655.2755

www.athenaeumfoundation.org

Room Set Up			
Seating Style: (circle one)	Boardroom	Theatre	Classroom
Alternate Style:			
Registration Table: (circle one)	Yes/No	Number of Tables:	
Podium: (circle one)	Yes/No		
Table Linens: (circle one)	Yes/No		
Refreshment Table: (circle one)	Yes/No	Number of Tables:	
Other Set up Needs:			

Liability Waiver/Indemnification Agreement

By submitting this form you agree for and on behalf of the Organization named above, to the following:

We have received, read, understood, and agree to comply with the Athenaeum Foundation's Meeting Room Policy and Use Procedures.

We hereby fully release and discharge the Athenaeum Foundation, its trustees, directors, officers, agents, and employees, as well as, its tenants to the extent such tenants are not providing catering or other services to us, from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Athenaeum.

We further agree to indemnify and hold harmless and defend the Athenaeum Foundation, its trustees, directors, officers, agents and employees, as well as, its tenants to the extent such tenants are not providing catering or other services to us, from any and all claims and expenses, including reasonable attorney fees, resulting from, directly or indirectly, injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Athenaeum.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Room	Corporate Rate*	NonProfit Rate*	Other
Max Kade Directors	\$50 per hour	\$25 per hour	
Max Kade Suite	\$100 per hour	\$50 per hour	
Willkie Room	\$100 per hour	\$50 per hour	
Damenverein	\$150 per hour	\$75 per hour	
Auditorium	\$600 a day	\$300 a day	

*These fees are subject to change.

- The Damenverein and Max Kade are equipped with pocket doors. Please note if you would like these open or closed for your rental.
- Corporate room rentals include both set up, tear down and linens
- Nonprofit room rentals include set up and tear down, linens are available upon request and may incur an additional charge
- For donated rooms, a minimum charge of \$35 for set up/cleaning/security will be charged
- If cancellation of a room request is not received 24 hours prior to a cancellation, a minimum of \$35 will be charged to cover the staff time to set the room. *Thank you for your help with this.*

The parking lot on the east side of the building is now a PAY AND DISPLAY lot. Parking rates are now \$2 per 90 minutes before 5pm, \$7 daily rate before 5pm and \$10 after 5pm. Please do not park in the YMCA designated spaces.

Athenaeum Foundation Staff Acceptance:

Name: _____

Signature: _____

Date: _____

All Forms Should Be Returned to:

Athenaeum Foundation
 401 E. Michigan St.
 Indianapolis, IN 46204
 317-655-2755
www.athenaeumfoundation.org