



## Facility Use Rental Application

Date: \_\_\_\_\_

### *Contact Information*

Name of Organization / Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Describe the nature of the function or Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendees: \_\_\_\_\_ Event / Function date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will you be requiring any additional equipment etc:

\_\_\_\_\_

\_\_\_\_\_

All applications must be submitted thirty (30) days prior to desired usage date to allow approval by the Board of Directors