

# FACILITY USE REQUEST FORM



CONTACT INFORMATION
GROUP NAME
GROUP COORDINATOR (SPECIFIC PERSON RESPONSIBLE FOR EVENT)
DAY AND EVENING PHONE
EMAIL ADDRESS
Party packages are available for room usages below with one staff member to assist. Please see the program director for information.

EVENT INFORMATION
DATE OF EVENT
EVENT START TIME (INCLUDE SET-UP TIME)
EVENT END TIME (INCLUDE TAKE-DOWN)
SIZE OF GROUP
Please be specific to your needs so that we may accommodate your request. List all times and a description in detail.

**PLEASE SELECT THE ROOM(S) YOUR GROUP WOULD LIKE TO USE (RATES SUBJECT TO CHANGE):**

	Area	Notes	Maximum Conference Seating	Maximum Table/Dinner Seating	Suggested Uses	Furnishings Available	Rates <i>Subject to change</i>
<input type="radio"/>	Gymnasium	68' X 91'	N/A	N/A	Basketball	Bleacher Seats For 100	\$55 per hour
<input type="radio"/>	Craft Room	31' X 49'	30	50	Meetings, Parties	Tables/Chairs	\$40 per hour
<input type="radio"/>	Café'	34' X 21'	30	50	Meetings, Parties	Table/Chairs	\$40 per hour
<input type="radio"/>	Tumble Room	60' X 40'	N/A	N/A	Bounce House	N/A	\$25 per hour
<input type="radio"/>	Swimming Pool	6 Lane – heated 88 degrees	N/A	N/A	Pool Parties	Bleacher Seats 50	\$75 per hour (First 25 swimmers-\$2 per hour each additional swimmer)
<input type="radio"/>	Game Room	71' X 67'	30	50	Meetings, Parties	Tables/Chairs	\$50 per hour

BRIEF DESCRIPTION OF EVENT

**AGREEMENT—GROUP REPRESENTATIVE**

I have reviewed the rules and expectations as listed in the Facility Use Guidelines and Lease Agreement, included in this packet and by my signature, accept those rules, expectations, and conditions on behalf of my group.

NAME (PRINTED):

SIGNATURE	DATE
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**Please Note: Upon request approval, Lessee will need to complete the FACILITY USE LEASE AGREEMENT.**

For Center Use Only: APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>	
SIGNATURE	DATE