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## **FACILITY RENTAL APPLICATION**

User Group Name				
User Group Affiliation				
Requested Date (Single Day Agreement)				
Requested Dates (Multiple Day Agreement)		Start Date:	End Date:	
Requested Time		Start Time: (include set-up)	End Time:	
Requested Room(s)				
Requested Equipment (including amount of dishes)				
Equipment Inspection (start)		Facility User	Custodian	
Equipment Inspection (end)		Facility User	Custodian	
**AGREEMENT CONTACT PEOPLE (minimum of two required)				
Name	First:	Last:		

Postal Code:

Evening:

Address

Phone #

Email

Street:

City:

Day:

Name	First:	I	Last:		
Address	Street:				
	City:		Postal Code:		
Phone #	Day:		Evening:		
Email					
Name	First:	Last:			
Address	Street:				
	City:		Postal Code:		
Phone #	Day:		Evening:		
Email					
Name	First: Last:				
Address	Street:				
	City:		Postal Code:		
Phone #	Day:		Evening:		
Email					
One of the contact people listed must be present during facility use. The office must be notified of changes to assigned contact people (576-6632).  OFFICE USE ONLY					
Caretaker Name					
ACW Contact (dishes)					
*Payment Received Date					
*For one-time users, payment must be received at least 24 hours prior to facility use.					