



Building & Conference Room Usage Application

Today's Date: _____

- Board Related Usage Board Lessee
 Government Entity Other: _____ (See Charges)

Meeting Title: _____

Applicant/Contact Person: _____ Phone Number/Ext.: _____

Requesting Date: _____ Requesting Times: _____ to _____

Number of People Attending: _____

- Size of Room Requesting/Occupancy:** ¼ (8) ½ (20) Full Room (45) Room 201 (12)
 Room 102 (20) (w/Digital White Board without Technology) Gym Shelter

Requesting Equipment:

- Overhead Projector Screen Flip Chart TV/VCR/DVD
 LCD Projector 60" TV w/computer Speaker Table Food Table
 Others: Please list _____

Set-Up Style:

- Classroom Meeting

(If setup drawing is needed please attach paper to this form)

Charges:

Monday thru Friday 7:30 a.m. till 5:00 p.m. – No Charge
 After 5:00 p.m. or Weekend Usage- \$40.00 per hour
 Shelter Usage- \$25.00

- I acknowledge that I have received and understand the guidelines for renting the building and /or picnic shelter.
 (After Hours or Weekend usage only)

Applicant's Signature: _____ Date: _____

Facility Manager Signature: _____ Date: _____

Staff Covering Event: _____ Phone No. _____

- Approved Disapproved Fee Waived Rental Fee Paid _____ Check Number