**Application for building use**

**Organization requesting use: *Organization Name***

**Proposed use of facility:** What are you doing?

**Number of persons to attend** (approx.) #

**Date(s) required:** Saturday Month Day Year

**Time required:** 9:00am- 12:00pm

***Set Up:***Do you need any tech support or extra tables?

***Event:*** *Event 9:00am-12:00pm*

**Room(s) to be used:** Shaffer Hall, Nevada Room, etc.

**Person(s) in charge:**

**Name:** John Doe

**Phone:** 717-555-5555

**Email:** johndoe@gmail.com

**Notes:**

Please include information about your event and organization.

**Applicants shall be responsible for the following:**

**1. Provide adequate supervision thereof.**

**2. Setting up of furniture and returning it to its proper place after each meeting.**

**3. Placing all trash in waste receptacles.**

**4. Turning off all lights upon leaving.**

**5. Checking and locking all doors upon leaving.**

**Signature of applicant Date**

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**Approved by: Date**

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