

# Request for Facility Use

Organization: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time Needed: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Purpose of Usage: \_\_\_\_\_

Room Setup Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cleanup includes removing all trash and placing trash in dumpster

If the Social Hall and Kitchen are used, cleaning includes floors swept, countertops wiped down, all platters, utensils, etc dried and put away in their proper place.

***Submit "Request for Facility Use" form to the CSH Office***

## For Office Use Only

Date Request Received: \_\_\_\_\_

Request Received by: \_\_\_\_\_

Date sent to the Webmaster: \_\_\_\_\_

Security Deposit (if required): \_\_\_\_\_ Date Received: \_\_\_\_\_

Security Deposit Returned: \_\_\_\_\_