



APPLICATION FOR PERMISSION TO USE COMMUNITY ROOM

BUILDING _____

Name of Applicant _____

Address of Applicant _____

Date of Planned Function _____

Two Weeks Advance Notice Requested

Type of Function _____

Time of Function _____
Must be Concluded by 9:00 PM – Unless otherwise noted

Responsible Person in Charge of Function

Name _____

Address _____

Number of Guests to be invited to Function _____

Restrictions:

1. Occupancy of building is limited to _____ persons. Permission will not be granted for any function, which will exceed the occupancy limitation.
2. Person in charge must accompany Housing Authority representative for an inspection of the building immediately **BEFORE** and **AFTER** the function.
3. Person in charge is responsible for the conduct of all persons attending the function and for any damages to the building or the equipment.
4. Person in charge is responsible for the clean up of the building.
5. Positively no alcoholic beverages are permitted on or near the premises.
6. Function must be concluded by **9:00 PM unless otherwise specifically authorized on this application.**

Date of Application

Signature of Applicant

Recommended by:

Manager

() Approved

() Disapproved

Reason _____

Leo E. Agresti, Executive Director _____