



APPLICATION FOR PERMISSION TO USE COMMUNITY ROOM

Name of Applicant: _____ Unit # _____

Applicant Phone #: _____ Building: _____

Date of Planned Function: _____ Time of Function: _____

Type of Function: _____ Number of Guests Invited: _____

Responsible Person in Charge of Function:

Name: _____ Phone #: _____

Address: _____

Restrictions: Occupancy of the space requested is limited to _____ persons. Permission will not be granted for any function which will exceed the occupancy limitation.

1. Person in charge must accompany Housing Authority representative for an inspection of the space immediately **BEFORE** and **AFTER** the function
2. Person in charge is responsible for the conduct of all persons attending the function and for any damages to the building or the equipment.
3. Person in charge is responsible for the space.
4. No alcoholic beverages are permitted on or near the premises.
5. Function must be concluded by 9:00 PM unless otherwise specifically authorized on this application.

The Housing Authority is not liable for any loss, damage, injury, or inconvenience sustained by any person while participating in the approved event or while traveling to or from the event premises. All attendees participate at their own risk and are responsible for their own safety and well-being.

Applicant and attendees agree to indemnify and hold harmless the Housing Authority, its employees, agents, and representatives from any and all claims, liabilities, damages, or expenses arising out of or in connection with their attendance at the event.

Signature of Applicant: _____ Date: _____

Property Manager: _____ Date: _____

Approved: Disapproved: Reason: _____

Leah Eppinger, AICP, Executive Director: _____ Date: _____