



## 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:** Occupancy of building 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 building 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 clean up of the building.
4. Positively 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.**

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Signature of Applicant*

Recommended by:

\_\_\_\_\_  
*Manager*

( ) Approved

( ) Disapproved

Reason \_\_\_\_\_

Leah Eppinger, Executive Director \_\_\_\_\_