

Application for Community Center Use

Organization Name (exact title)	
Type of Organization <input type="checkbox"/> Business <input type="checkbox"/> Community Group <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please define)	
Primary Contact Name	
Address	
Email Address	
Phone	Cell Phone
Alternate Contact	
Address of Alternate	
Email Address of Alternate	
Phone of Alternate	Cell Phone of Alternate
Title of Event	
Type of Event <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Commercial <input type="checkbox"/> Fundraising <input type="checkbox"/> Other (please define)	
Please provide a brief description of your event.	

Requested Date	Requested Time		
Requested Rooms <input type="checkbox"/> Community Center (Large Room) <input type="checkbox"/> Kitchen <input type="checkbox"/> Other (please define)			
<p>The organization/individual applying for permission to use the Community Center, through its authorized and named representative, agrees to abide by the policies and regulations of the Community Center in regard to such use. Doors to the Community Center must remain unlocked during all programs and events.</p> <p>I have received, read and fully understand the Eden Park Community Center Policies, and I agree to abide by these policies and regulations.</p>			
Applicant Name _____			
Organization Name _____			
Applicant Signature _____ Date _____			
BELOW TO BE COMPLETED BY PARK MANAGER			
Application Approved by			
Deposit Amount	Received By and Date	Event Fee	Received By and Date
\$		\$	
Pre-Event Walkthrough By		Date	
Note any Damage prior to event			
I have reviewed the physical condition of the Community Center and have noted any damage above.			
Applicant Signature _____ Date _____			
Post Event Walkthrough By		Date	
Note any Damage following event			
Deposit or Fees Refunded	By	Date	
\$			