

## Tolikan Chapter

### Chapter House/Office Space Usage Form

Date of Request: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Political (\$65 Fee)       Committee       Representative       Organization

School       Church       Other: \_\_\_\_\_

Funding Raising (\$18 Fee Per Event)       Programs: TANF/AA/ETC. (\$20.00)

Family Event (\$ 20 Facility Rental/ \$ 15 Cash deposit)

Additional fees apply for table and chairs. (Ask for Equipment rental form)

WHEN WILL THE CHAPTER/OFFICE SPACE BE USED?

DATE: \_\_\_\_\_ TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ EXPECTED # OF PEOPLE: \_\_\_\_\_

Name of person Responsible for Chapter House/Office Space Usage: \_\_\_\_\_

BRIEFLY DESCRIBE THE EVENT FOR REQUEST: \_\_\_\_\_

PLEASE LIST NAMES OF PEOPLE WHO WILL SET UP AND CLEAN UP FOR AND  
AFTER THE ACTIVITIES/MEETING/ ETC.:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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### AGREEMENT

I, \_\_\_\_\_, the Requestor, will be responsible for any facility/equipment damages, if any should occur while my party is occupying the Tolikan Chapter House/Office Space.

**Must comply with Chapter Property Policies: XI. C. UTILIZATION OF THE CHAPTER HOUSE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YOUR REQUEST HAS BEEN:     APPROVED       DENIED

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Chapter Manager/Admin Assist./Chapter Official

Comments: Please post during time of event.