

APPLICATION FOR USE OF THE HALL  
(INDIVIDUALS AND INFORMAL GROUPS)

DATE \_\_\_\_\_

NAME OF REQUESTER \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_ GROUP \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

PURPOSE FOR GATHERING \_\_\_\_\_

FACILITIES REQUESTED:

MAIN HALL \_\_\_\_\_ USE OF SOUND SYSTEM \_\_\_\_\_

COMMITTEE ROOM \_\_\_\_\_ CONFERENCE ROOM(LIBRARY) \_\_\_\_\_

PIANO \_\_\_\_\_ KITCHEN \_\_\_\_\_ DISHES \_\_\_\_\_

I understand that financial responsibility for any breakage or damage to the hall or its contents will be assumed by the requesting individual. I also understand that the hall and facilities will be left in a neat and orderly condition and that I am to be in attendance during the entire function.

I will personally obtain the hall key from the AHF office during regular business hours (9 A.M. - 12:30 P.M. Monday - Friday) and upon leaving, will deposit the key in the AHF mail drop box.

\_\_\_\_\_  
Sign of Requester

APPROVED AND POSTED ON CALENDAR \_\_\_\_\_ DATE \_\_\_\_\_

MONEY RECEIVED \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

KEY DEPOSIT RECEIVED \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_