

**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 _____ COMMITTEE ROOM _____

CONFERENCE ROOM/LIBRARY _____

PIANO _____ 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.

Signature of Requester

APPROVED AND POSTED ON CALENDAR _____ DATE _____

MONEY
RECEIVED _____ CHECK _____ CASH _____ INITIAL _____ DATE _____

KEY DEPOSIT RECEIVED _____ CHECK _____ CASH _____ INITIAL _____ DATE _____