

**ENVIRONMENTAL RESOURCE CENTER
APPLICATION FOR USE**

GENERAL INFORMATION:

Name of Organization: _____
Priority Rank: 1 ___ 2 ___ 3 ___ 4 ___

Date of Application: _____

Requested date of use: _____

KEY:

Requested time of use: _____

Out: _____

Number Attending: _____

In: _____

Responsible Person: _____ Telephone #: _____

Signature (This denotes that I as group representative have read and agree that our group shall
Abide by the rules of operation.) _____

EQUIPMENT REQUESTED:

_____ Overhead Projector

_____ TV/VCR

_____ Computers

SEATING ARRANGEMENT:

_____ Classroom

_____ Theatre Seating

REFRESHMENTS to be served:

_____ Yes

_____ No

POST-USE FACILITY CLEANING:

_____ Requesting Organization To Clean Facility

_____ Facility left clean
(Staff only mark here)

_____ Requesting Organization to pay \$25.00 cleaning fee.

FOR MSW STAFF USE ONLY:

Facility Damage Report:

_____ No damage to Facility.

_____ Facility Damaged. Specify damage _____
