**2.13**

**APPLICATION FOR USE OF THE SCHAFFNER WING**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME AND TITLE OF PERSON RESPONSIBLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE FOR USE OF ROOM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE AND HOURS FOR WHICH ROOM IS REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANTICIPATED NUMBER IN ATTENDANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IS MEETING OPEN TO THE PUBLIC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WILL ADMISSION BE CHARGED? \_\_\_\_\_\_\_\_ HOW MUCH? \_\_\_\_\_\_\_\_\_**

**FUND RAISING? \_\_\_\_FOR WHAT ORGANIZATION?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO COVER EXPENSES? \_\_\_\_\_\_\_\_\_\_\_\_ OTHER? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WILL FOOD AND REFRESHMENTS BE SERVED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WILL LIBRARY PROJECTOR AND SCREEN BE NEEDED? \_\_\_\_\_\_\_\_\_\_\_**

**We have read and agree to abide by the General Policy and Responsibilities governing the use of the Schaffner Wing.**

**GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We acknowledge receipt of the Library key and agree to return it within 24 hours.**

**We acknowledge that there is a maximum allowance of 23 parking spaces and we will not exceed that number of vehicles to park in the lot for this event.**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**