



**APPLICATION/USE OF FACILITIES FORM**

Name of Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Phone Number(s) Home/Business \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date(s) and Time(s) Requested  
(Include setup time and length of meeting) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Room preference (1<sup>st</sup> and 2<sup>nd</sup> choice) \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Meeting information posted on Town Calendar Yes \_\_\_\_\_ No \_\_\_\_\_

**Use of Facilities** - Groups requiring a specific arrangement of chairs and tables are required to send room arrangement information to Steve O’Hurley at [Steve.OHurley@greenwichct.org](mailto:Steve.OHurley@greenwichct.org). The requester must also call (203) 618-7623 to confirm the requested set-up. Requests must be made ahead of time, as staff may not be available to make adjustments the day of the event. Set-up configurations are included in the packet. The requester must indicate which room and configuration is needed.

Groups requiring assistance with and/or set-up of audiovisual technologies need to specifically request assistance at the time the room is reserved. A list of available equipment is provided on the Conference Room Layout Request Form. The requester must indicate which equipment is needed.

I have read the attached policy; rules and regulations related to the use of the Town Hall conference rooms and agree to abide by these policies, rules and regulations.

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

FOR OFFICE USE ONLY

Date Confirmed \_\_\_\_\_

Hold Harmless Received \_\_\_\_\_

Insurance Received \_\_\_\_\_

501(c)(3) Received \_\_\_\_\_