



# Brookston Community Center

## Facility Use Request Form

**Funerals have priority over any event.**

Purpose of Request: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Room Requesting: (circle one)      Dining Room      Gym      Youth Craft Room      Adult TV  
Adult Game      Adult Craft      Youth Game Room  
Park      Hockey Rink      Other: \_\_\_\_\_

Date(s) Requesting: \_\_\_\_\_

(Please confirm with calendar for availability.)

Begin Time: \_\_\_\_\_      End Time: \_\_\_\_\_

*All parties are responsible for bringing their own supplies/equipment example: cooking utensil etc.  
Persons making the request are responsible for leaving the facility in good condition when event is over.  
Management reserves the right to collect payment for any damages.*

NAME OF ORGANIZATION

PERSON MAKING REQUEST: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_      CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_\_

### Facility Use Only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_      Received by: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_      Date: \_\_\_\_\_

Center Manager Signature: \_\_\_\_\_

Cc:      Requester  
Maintenance/Security  
Front Desk