



# FACILITIES USE APPLICATION PENNELL MUNICIPAL BUILDING TOWN OF GRAY MAINE

**For Office Use Only**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

In an effort to insure success and smooth operation for your event at Town Hall, the building administration department would like the following information:

## LOCATION

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Community Room – Second Floor       | <input type="checkbox"/> Kitchen   |
| <input type="checkbox"/> Conference Room Adjacent to Kitchen | <input type="checkbox"/> *Other    |
| <input type="checkbox"/> Council Chambers                    | <input type="checkbox"/> *Outdoors |

\*If other or outdoors, please specify location:

## APPLICANT INFORMATION

Name		E-Mail Address	
Street Address		City/State/Zip	
Home Phone		Cell Phone	

## EVENT

Organization/Group			
Type of Event			
Start Date		End Date	
Start Time		End Time	
Expected number of attendees			

## OTHER REQUIREMENTS

Will you be using electrical appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Will you need the event recorded/broadcast?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you need special seating/chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where?
Will you need elevator access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## NOTES/COMMENTS

What else do we need to know to help make your event a success?

Please submit this form 2 weeks prior to your event(s) of no more than 2 week duration, and 4 weeks in advance of any event that will occur regularly for more than 2 weeks. All applications **MUST** be approved by the Scheduling Administrator and will be considered by priority level and date of application on the basis of availability of requested space.

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Date Application Submitted	Reservation is <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature of Scheduling Administrator	
Comments	