

**ISLAND RECREATION CENTER/ SHARE CENTER
FACILITY USE REQUEST FORM**

Organization Name: _____ **Phone #** _____

Address: _____

Contact Person: _____ **Address:** _____

Home Phone: _____ **Work Phone:** _____

Facilities Requested:

Gymnasium & Locker Rooms	_____
Swimming Pool & Locker Rooms	_____
Multi-Purpose Room	_____
Meeting Room	_____
Other	_____

Will you bring any equipment or supplies into the Center? _____ **If yes, please explain:** _____

Any special arrangements needed? _____

Purpose of function: _____

Date(s) needed: _____ **Time:** _____

Estimated Attendance: _____

Because we offer the Center to groups as a community service, our fees are minimal. In return we ask that you comply with the attached policies and procedures and treat the facility in a responsible manner.

By signing this form, the organization and/or applicant agrees to comply with policies and procedures governing the Center's use. Failure to comply with policies and procedures can result in the following: withholding of security deposit, jeopardizing rights for future use and/or legal action.

Date: _____ **Signature of Applicant** _____

Request approved: Yes _____ No _____ **Date:** _____ **Paid:** _____

Approved by: _____ **Title:** _____

Remarks: _____