
TO BE FILED IN DISTRICT OFFICE BY DECEMBER 1ST ANNUALLY
MAY ADD ANOTHER PAGE IF NECESSARY TO COVER ALL EVENTS
IF POOL TO BE USED, MUST HAVE A SIGNED WAIVER BEFORE THE EVENT

EVENTS

NAME OF CLUB/ORGANIZATION _____ DATE _____
CONTACT PERSON _____ PHONE # _____
EMAIL ADDRESS _____

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TOTAL TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL
THE KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

MEETINGS

Day of the month _____ Time _____

MONTHS OF THE YEAR _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

Date Approved _____

Date Revised _____

Date Effective _____