

APPLICATION FOR THE USE OF LILLARD HALL v2010

Please Print

Information About the Function

Date _____ Hours _____ Size of Group _____

Describe Function / Group Association _____

Will food be served? _____ Will alcohol be served? _____

Will a fee be charged? _____ If yes, explain _____

Describe any special equipment to be brought in (band, lighting, etc) _____

Information About the Applicant

Name _____ Telephone #s _____

Address _____

I hereby acknowledge (1) receipt of a copy of the Lillard Hall Rental/Use Policies document and (2) that I have inspected the facilities to be used and understand the conditions for use as set out in the Lillard Hall Rental/Use Policies document.

Applicant's signature _____ Date _____

APPLICATION APPROVAL

WPPFD Personnel WPPFD Resident Meeting Other

Approved by _____ Date _____
_____ Date _____

Hall inspected by _____ Date _____

Amount of damage/cleaning deposit required \$ _____ Date rec'd _____

Amount of rental fee \$ _____ Date rec'd _____

Amount of damage/cleaning deposit returned* \$ _____ Date _____

Proof of insurance provided Copy of paid security firm contract provided

* explanation of discrepancy _____