

REQUEST FOR USE OF ANSAR PHYSICAL PLANT

DATE _____

_____ requests approval
(ORGANIZATION)

of the following schedule for the utilization of the Ansar Shrine Center for the dates and times indicated. It is understood that if conflicting requests are received by the Recorder on the same date, conflicts will be referred to the requestor(s) for resolution.

Date(s) requested _____

Start time of event: _____ End time _____

Room requested: Auditorium
 1st Floor kitchen
 Lower level dining room
 Lower level kitchen
 2nd Floor Foyer
 TV room
 Pool room
 Other

Set-up date (if different from event date): _____

Start time _____ End time _____

Special Requirements: _____

Type of activity (Meeting, party, dinner, etc)**: _____

Approximate number of persons: _____

EVENT CHAIRMAN (If other than Requestor): _____ Phone _____

REQUESTOR: _____ Phone: _____

NOTES:

** Any organization utilizing the Ansar Center for a fundraising event must complete an ACTIVITY REQUEST form, a REQUEST FOR USE form, complete a FINANCIAL REPORT form, submit the ASSESSMENT as follows: According to Article IV of the Rules and Regulations governing the use of the Ansar Center, user organizations will pay to the Ansar Shrine Building, Inc., a fee of 5% of the GROSS RECEIPTS of their fundraising events.

REQUEST FOR USE OF ANSAR PHYSICAL PLANT

DATE _____

_____ requests approval
(ORGANIZATION)

of the following schedule for the utilization of the Ansar Shrine Center for the dates and times indicated. It is understood that if conflicting requests are received by the Recorder on the same date, conflicts will be referred to the requestor(s) for resolution.

Date(s) requested _____

Start time of event: _____ End time _____

Room requested: Auditorium
 1st Floor kitchen
 Lower level dining room
 Lower level kitchen
 2nd Floor Foyer
 TV room
 Pool room
 Other

Set-up date (if different from event date): _____

Start time _____ End time _____

Special Requirements: _____

Type of activity (Meeting, party, dinner, etc)**: _____

Approximate number of persons: _____

EVENT CHAIRMAN (if other than Requestor): _____ Phone _____

REQUESTOR: _____ Phone: _____

NOTES:

** Any organization utilizing the Ansar Center for a fundraising event must complete an ACTIVITY REQUEST form, a REQUEST FOR USE form, complete a FINANCIAL REPORT form, submit the ASSESSMENT as follows: According to Article IV of the Rules and Regulations governing the use of the Ansar Center, user organizations will pay to the Ansar Shrine Building, Inc., a fee of 5% of the GROSS RECEIPTS of their fundraising events.