



Hualapai Senior Center

587 Canyon View Drive

Building use Request Form

All request must be approved by Director or Admin Asst. Request will be given to either Director or Admin Asst. for Approval. You will be contacted as soon as your request has been approved or denied.

Event to be held: _____

Date of Event: _____

Event Start time: _____

Event Ending time: _____

Name of person requesting building: _____

Contact Phone # or Message #: _____

***Facilities Needed (please Circle areas you plan to use):**

Lobby Area
Backyard Area

Dining Room Area
Restroom Area

Additional Tables.

How many? _____

The Following areas are off limits:

**KITCHEN AREA
OFFICE AREAS**

If these areas have been utilized you will be charged a \$75.00 fee.

Signature of Responsible Party: _____

Date: _____

OFFICE USE ONLY :

Received by: _____ Date: _____

Approved by: (Director or Admin Asst.): _____

Approval Date: _____

Deposit Paid: Y or N

\$75.00

Cash or Money Order

Date:

Form must be completed and turned in 72 hrs. Before event.

PICKING UP KEY TO THE BUILDING

1. A \$75.00 non-refundable fee will need to be made at the time of requesting the building.
2. It is the planner's responsibility to pick up the key from the director or Administrative Assistant.
3. There can only be one person to pick up and drop off key (that is the person planning the event.)
4. Planner of event has 24-48 hours to return the key back to the Director or Administrative Asst.
5. If the key happens to get lost, the event planner will be charge a replacement fee.
6. If the event planner has not paid their fees they will not be allowed to request building use until all fees are paid for in full.

RESPONSIBILITES AFTER BUILDING USE:

1. Collect all garbage into bags/trash cans and dispose of them in the dumpster located on the side of the building.
2. Wipe off tables and chairs
3. Return all tables and chairs to their proper places after your event
4. Room(s) should be returned back to normal set up.
5. Sweep floors and mop all areas used.
6. Remove any items put up on the walls or set out in connection with your event.
7. If building is not in use, when finished, please check all doors are locked, windows are closed, and lights are turned off.
8. If your party has used the Kitchen area, and the building has not been cleaned after your event you will be charged a \$75.00 clean up fee.

Signature of Responsible Party: _____

Date: _____