



**Request for Use of College Facilities**

Contact Person:

Organization:

Billing Address:

Description of Requested Use of College Facilities:

Anticipated Number of Attendees:

Event Date:

Event Start Time:

Event End Time:

**Notice of Requestor Responsibilities**

The requestor must explicitly inform all event attendees that the use of the lawn does not authorize entrance to the College buildings or its restrooms. This is to avoid disruption to the students and staff. Initial: \_\_\_\_\_

At the requestor or their organization's expense, he or she must make prior arrangements with Randall Enterprises to furnish portable toilets if such facilities will be required for the event. Initial: \_\_\_\_\_

At the requestor or their organization's expense, he or she must make prior arrangements with Native Dynamics to pick up all trash, materials, or debris immediately after the event. Initial: \_\_\_\_\_

The requestor must immediately notify Dr. Lisa Eutsey (928-600-5628, facilities@apachecollege.org) of any damages that occur during the event. Requestor will ensure payment for any associated damages within 30 days of the event date. By signing below, they agree to the terms outlined above. Initial: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date Accepted