# FACILITY USE REQUEST AND CHECKLIST

Group or individual requesting use:

Address:

Phone #: Date(s) Requested:

Start time: End time:

Facility Requested:

Approved by:

**For office/host use only:**

Name of host/hostess:

 Ensure that facility supplies are adequately stocked.

 Set A/C no lower than **74** degrees or set heater to no higher than  **70** degrees.

 Any rented item that is used at Westminster must be rented from a company that has liability insurance.

 Ensure the facility is clean before leaving

 Ensure furniture is returned to original locations.

 Ensure kitchen is clean.

 Ensure trash is removed and disposed in outside trash can or taken home.

 Set A/C back to 82 degrees or heat to 60 degrees.

 Turn our all lights and lock all doors.

 File this completed form in the Facility Use Binder located in the main office.

 Facility User or Host/Hostess Host/Hostess (if facility user is not a member)