



Facility Use Application

Group/Individual Requesting Use _____

Contact Person _____

Contact Phone _____ Contact Email _____

Address _____

Website _____

Organization Mission and/or Description _____

Event/Meeting Name _____

Event Type: Public/Non-profit Other _____

Group: HREI related School related Public/Non-school Other _____

Activity: Student Event Community Service Private Event Other _____

Date(s) of Event _____ Event Starts _____ (AM/PM) Event Ends _____ (AM/PM)

Date(s) of Access _____ Access Needed _____ (AM/PM) Until _____ (AM/PM)

Will admission fee be charged for event? Yes No If yes, amount of fee? _____

Will alcohol be served at the event? Yes No

If yes, does licensee have Liquor Liability Insurance? Yes No

Licensee agrees to comply with all City, State and Federal laws pertaining to licenses, permits and taxes.

Estimated Attendance _____

Brief description of the event _____

A Facility Use Application must be submitted and approved 7 days prior to event. 50% of fee is due upon approval and is non-refundable. Balance must be paid at least one day prior to event. Cleaning deposit will be returned upon inspection and approval of building condition after the event. *This fee may be adjusted at the discretion of the Human Rights Education Institute.*

HREI STAFF NOTES

Museum and Meeting Space Rate: _____ Additional Notes:

Additional Hours Needed Rate: _____

Equipment Rental Rate: _____

Cleaning Deposit (by separate check): _____

Specialty Fees: _____

Total Facility Use Fee: _____