

REQUEST FOR USE OF IC-KITZINGEN FACILITIES

We _____,
(Name of Requesting Organization/Activity)

request the use of the Kitzingen facilities at _____
(Name of facility)

for the purpose of: _____
(Describe event or activity to be held)

Our sponsor/Point of Contact is _____
(Rank, Last Name, First Name)

Unit/Organization of POC: _____

Work Telephone: _____ - _____ Home Telephone: _____ - _____
Cell Phone: _____ - _____

FOR REQUESTS REQUIRING THE USE OF SEVERAL FACILITIES AND /OR FOR SEVERAL DAYS, PLEASE LIST ON THE SPACE PROVIDED.

Please make a separate entry for each day or room being requested. Start time must include any time required for preparations before an event. End time, must include any

Facility Requested	Date Requested	Start Time	End Time	Remarks

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Abbreviations of Facilities				
Lar Theater=TH	ICK Conference Rm= CR	ICK Class RM= C-2	Baseball Field=BF	Lar Wash Rack- LWR
Hawk Site- HS	LTA- LTA	Lar Heloipad- HP	Harvey Air Field – HAF	Harvey Park=HLP

I, the Activity Sponsor, on behalf of the requesting activity, acknowledge receipt, understanding, and acceptance of all terms and conditions set forth in the Community User’s Agreement for the use of Kitzingen facilities. I understand I must obtain the Installation Coordinator’s certification prior to the final approval.

Signature: _____ Date: _____
I certify that the above activity is authorized to this facility.

Installation Coordinator NCOIC Date Approved _____

Installation Coordinator Date Disapproved _____

STATEMENT OF UNDERSTANDING FACILITY USAGE

- Keys will be checked out the day prior to the planned activity. Should the activity be scheduled on a holiday and/or weekend, arrangements must be made to check keys out on the first working day proceeding the holiday and/or weekend day. Keys may be checked out at determined time. _____ **POC’s Initials**
- The user is responsible for cleaning the facility and proper storing of equipment after use. Cleaning may entail cleaning bathrooms, sweeping and mopping, emptying trashcans, removing rubbish, police call of area, etc. Purpose: restore the facility to the condition in which it was found. **NOTE: If the user does not comply with this condition then the key will be returned IMMEDIATELY to Installation Coordinator- NCOIC and will not be returned reissued until a full review has taken place.** _____ **POC’s Initials**

