

REQUEST FOR USE OF BUILDING

PAWG CAP HEADQUARTERS
BLDG 3-108 FORT INDIANTOWN GAP, ANNVILLE PA 17003
717-861-2335

Date of Application: _____ 20__

Name and address of "POC" requesting the use of the facilities: _____

POC Telephone No.: _____

Name and Address of Organization requesting the use of the facilities: _____

State the specific purpose for the use of the requested facilities: _____

Which building and/or room(s) are you requesting to use: _____

The title of the event is: _____

Date(s) desired (please be specific): _____

The beginning time of the event: _____ and the ending time of the event: _____

Is the event open to the public: _____ Yes _____ No

Is the event restricted to the organization listed above: _____ Yes _____ No

Will there be any financial charges to attendees: _____ Yes _____ No
(If yes what will be the charge: \$ _____)

Including POC, guest speakers, advisors, etc., how many will be in attendance: _____

Will there be the need for any equipment: (Dependent upon availability.)
_____ Sound System _____ Projector/Overhead _____ TV/VCR _____ Computer
_____ Tables/Chairs _____ Kitchen Facilities _____ Charts/Boards _____ Radios

Other (please describe): _____

Print name here: _____

Signature _____ Date _____

By signing this application the person whose signature appears signifies that he or she is responsible for the group, that he or she will prevent the misuse of the building, that the group will have proper adult supervision and that the building and grounds are used in conformity with the rules and regulations of the PA Wing.

DO NOT WRITE BELOW THIS LINE

_____ Approved _____ Not Approved (Reason: _____)

Signed by: _____ (PAWG HQ Administrator) Date: _____