

Facility Use Request Form

This form is to be completed by individuals or groups applying to use/rent the North Carolina Cooperative Extension - Currituck County Center facilities.

1. Applicant Name: _____
2. Applicant Address: _____

3. Telephone: Home: _____ Cell: _____ Work: _____
4. Please check facility/facilities that will be needed:

_____ Classroom A	_____ Conference Room
_____ Classroom B	
_____ Classroom C	_____ Auditorium
_____ Classroom D	
5. Date and time facility will be needed:
 Date: _____ Time: From _____ To _____
Note: No admittance before 8 am or after 10 pm without prior approval.
6. Estimated attendance: _____
 Describe activity to be scheduled: _____

7. Custodian needed _____ yes _____ no. If yes, time needed: _____
Fee for custodian is \$20.00 per hour
8. **All organizations using or renting the facilities must be familiar with the policies and procedures governing the use of the facility. If a copy of the "North Carolina Cooperative Extension - Currituck County Center Policies and Procedures" is not attached to this Facility Use Request Form, please ask the Administrative Assistant to provide you with a copy.**

I have read and agree to abide by the regulations governing the use of the NCCE-Currituck County Center. I do also agree to hold blameless the NCCE-Currituck County Center staff, Currituck County Board of Commissioners, and the Currituck County Extension Advisory Council from any and all claims for damages, personal or otherwise, that may occur during the use of this facility. I agree to be responsible for all damages. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the applying organization.

Signature _____ Date _____

North Carolina Cooperative Extension, Currituck County Center
 120 Community Way, Barco, NC 27917 Telephone: 252-232-2261

Total Rental Fee required \$ _____ Deposit enclosed \$ _____ Date received _____

APPROVED BY _____ DATE _____
 County Extension Director