



**Club Usage Request Form**  
*REQUEST TO USE CLUB FACILITIES*

From: \_\_\_\_\_  
*(Member Requesting Facility Usage)*

Date: \_\_\_\_\_

Type of Function/Activity: \_\_\_\_\_

Person(s) to Run Function/Activity: \_\_\_\_\_

Dates/Times of Intended Use: \_\_\_\_\_

Area/Facilities to be Utilized: \_\_\_\_\_

Additional Comments/Remarks: \_\_\_\_\_

***A \$100 club usage fee is customary for private events and should be submitted after the request is approved.***

Affected Committee(s) Notified:

**Committee**

**Committee Representative**

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

EXECUTIVE BOARD ACTION:      Approved \_\_\_\_\_      Denied \_\_\_\_\_      Date: \_\_\_\_\_

If denied, reason(s) why: \_\_\_\_\_

\_\_\_\_\_