



ROOM RESERVATION APPLICATION

HOURS AVAILABLE

Tuesday- Friday: 6:00 - 9:00 PM
Saturday: 3:00 - 9:00 PM

RESERVATION PROCEDURE

1. Application completed and submitted
2. Facility Use Agreement signed
3. Reservation finalized

FOR TOHR USE

RECEIVED: _____

APPROVED: _____

RESERVED DATE: _____

ROOM RESERVED: _____

1. Please fill out all information completely. All information is required. If you have questions, email community@tohr.org
2. Once submitted, confirmation will be sent via email.
3. Please submit signed usage agreement with application.

GENERAL INFORMATION

Organization name _____

Organization mailing address _____

City _____ State _____ Zip _____

Organization phone _____

Organization email _____

Contact name _____

Contact mailing address _____

Contact phone _____

Contact email _____

INTENT OF USE

Type of use _____

Date requested _____

Alternate date request _____

Start time _____ End time _____

Set-Up time _____ Breakdown time _____
Set-up/breakdown is user's responsibility.

Room request _____

Available rooms: Community room (20'x30'), Living Room (16'x20'), Fireplace Lounge (12'x15').

Alternate room request _____

Estimated attendance _____

EQUIPMENT

If equipment is required, please indicate below:

- Large screen TV VCR DVD
 Kitchen use Tables (quantity) _____

ADDITIONAL INFORMATION / REQUEST

