

# North Slope Borough

Department of Health and Social Services

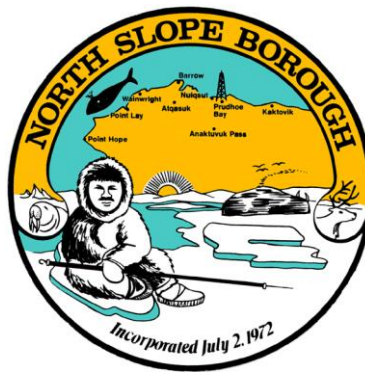
SENIOR PROGRAM

P.O. Box 69

Barrow, Alaska 99723

Phone: (907) 852-0276

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## FACILITY USE FORM

**\$150 RESERVATION FEE**     PAID    PENDING PO#    CHECK    OTHER

REQUESTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FACILITY ROOM REQUESTED:    CAFETERIA                       LOUNGE

PURPOSE OF EVENT: \_\_\_\_\_

PUBLIC EVENT:     YES     NO                      \*THE GENERAL PUBLIC IS INVITED TO ATTEND

PRIVATE EVENT:  YES     NO                      \*NO PUBLIC ACCESS REQUESTED

### SENIOR PROGRAM POLICIES OBSERVED/AKNOWLEDGEMENT:

*Initial here* \_\_\_\_\_ Any Individual using the facility after hours will be responsible for leaving the facility clean and securely locked. Security Guard on duty will verify.

*Initial here* \_\_\_\_\_ Obvious misuse of equipment or negligence in securing the facility may result in denial of future use request.

*Initial here* \_\_\_\_\_ All participants must follow the Security Guards instruction for evacuating the facility during an emergency.

APPROVED  
 NOT APPROVED

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SENIOR PROGRAM COORDINATOR

\_\_\_\_\_  
DATE

CC:                      Senior Center – Files

**FOR STAFF USE ONLY**

- AREA CLEANED
- NO VISIBLE DAMAGES
- AREA LOCKED
- ALL VISITORS HAVE EXITED THE FACILITY
- FEE PAID