

Child and Family Development Programs
VERNONIA HEAD START MULTI-SERVICE BUILDING
 500 California Avenue
 Vernonia, OR 97064

FACILITY USE REQUEST

<i>Group Requesting Use:</i>	
<i>Date of Use</i>	
<i>Conference Room</i>	
<i>Community room</i> <small><i>(water for coffee is available in laundry room)</i></small>	
<i>Time(s)</i>	
<i>Activity</i>	
<i>Admission Charge</i> <small><i>(if any)</i></small>	

I agree to be responsible for the conduct of the participants within my organization, the building and for any damage beyond ordinary wear and tear which may occur to Head Start Multi-Service property or incident to my occupancy thereof. I further agree that the Head Start Multi-Service property will be used in accordance with the rules and regulations of Community Action Team and the Community Development Block Grant.

Signature of Responsible Individual

Date

Address

Phone

Contact Person

Phone

For Office Use Only

<i>Manager</i>	
<i>Profit - Minimum 2 hour use \$40.00</i> <i>Non-profit - Minimum 2 hour use \$20.00</i> <i>Additional hour use \$20.00</i>	
<i>Cleaning/Damage Deposit</i> <small><i>(check returned after inspection and when key is returned)</i></small> <i>\$100.00</i>	
<i>Key Issued</i>	
<i>Key Returned</i>	
<i>Inspected</i>	