



# Cabarrus County Cooperative Extension

## Facility Use Request Form

**This form is to be completed by individuals or groups applying to use the Extension Auditorium and/or Kitchen**

Organization / Individual Name:

Address:

Home/Mobile Telephone:  Work Telephone:

Email Address:

Reservation Requested for: ☐ Auditorium ☐ Kitchen ☐ Both

Date and time auditorium/kitchen will be needed:

Date:  Time: From  to

Estimated attendance:

Describe reservation request:

All organizations using the Cabarrus County Cooperative Extension Auditorium or Kitchen must be familiar with the policies and procedures governing the use of the facility. If a copy of the "Cabarrus County Cooperative Extension Auditorium and Kitchen Policies and Procedures" is not attached to this Facility Request Form, please ask the Administrative Assistant to provide you a copy.

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

Signature:

Date: