

Application for Use of James Cupp Meeting Center

Please print, complete, sign, and return this Application and deposit to the District Office located at 10347 Clodine Road, Richmond, TX 77407.

Today's Date: _____

Date Requested: _____ Start Time: _____ End Time: _____

Setup Time: _____ AM/PM Take Down Time: _____ AM/PM

Name of Contact Person: _____

Name of Company/Organization: _____

Individual Group Non-profit Other: _____

Mailing Address: _____

City, State, & Zip: _____

Telephone Number: _____ (days) _____ (evenings)

Fax Number: _____ Email Address: _____

Estimated Persons in Attendance: _____

Activity/Purpose of Event/Meeting: _____

Equipment Requested:

- | | |
|---|---|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Computer Projector |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Screen |
| <input type="checkbox"/> White Boards/flip charts | <input type="checkbox"/> Other: _____ |

Caterer Name: _____ Telephone Number: _____

*Arrangements for catering are the responsibility of the User and must be in accordance with the District's Policies and Procedures for the Reservation and Use of District Meeting Facilities (the "Conference Room Use Policy").

I, the undersigned, acting as the responsible representative of the above organization have read the District's Conference Room Use Policy and agree to use the space in accordance with the rules and conditions therein.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Application Rec'd: _____ Deposit Rec'd: _____

Before Event Inspection Date: _____ After Event Inspection Date: _____