

Facilities Request Form
Sandy Historical Society

Date of Event: _____ Type of event: _____

Name of organization/family/individual requesting space: _____

Phone: _____ Email: _____

Address: _____

Person responsible for entire event (hereafter referred to as "applicant/user"):

Name: _____

Phone: _____ Email: _____

Address: _____

Space rental: \$100 payable prior to event. **Checks to:** Sandy Historical Society, Inc.
Cancellation must be received 5 business days prior to event or fee will be forfeited. **Food:**
There are no facilities for food preparation. However, equipment available includes tables,
chairs, coffee pot, microwave, sink, and refrigerator. **Setup/breakdown** is the responsibility of
the applicant/user. **Fundraising:** Your reservation is subject to approval and availability. Once
approved the reservation entitles you to access 1 hour prior and 1 hour after your event. Use of
building not to exceed 5 hours, including before/after. If this is a fundraising event, approval
must be obtained by Society Board of Directors or their agent.

Is this a fundraising event? Yes _____ **No** _____

Space reserved from _____ am/pm to _____ am/pm Est. Attendance: _____

Name _____ Date: _____

Signature _____