



Application To Reserve WIB For Private Use Event

Documentation of not-for-profit status and insurance must be submitted with application.

Step 1: Tell us about the organization.

- 1 Organization's name: _____
 Address: _____
 Phone number: () - _____
 FEIN or IBT Number _____
- 2 Who is the head of the organization? _____
Name Title
- 3 What is the purpose of the organization? _____
- 4 How long has the organization been in existence? _____ years _____ months
- 5 How many sales events has the organization participated in during the last twelve months? _____ Today's date _____

Step 2: Tell us about the event.

- 6 Are you requesting: _____ One or two day event in the WIB lobby
 _____ Continuing event in WIB lobby (food drive, toy drive, etc.)
 _____ Use of Media Room
- 7 When will the event be held? _____, 20____ from _____ .m. until _____ .m.
Month Day Year
 For continuing events and events to be held in the Media Room, please state the sponsoring employee's name, work location, and phone number. _____
Name Work Location Phone Number
- 8 Describe the event. _____

- 9 Describe the specific items that will be sold and approximate prices. _____

Step 3: Sign below.

My signature below is certification that I, representative for _____, have read and fully understand the Policies and Procedures (issued August 2007) governing private use of the Willard Ice Building (WIB). I further certify that I agree to abide by all IDOR restrictions concerning the distribution of written materials and that a true and correct copy of **all** materials that will be distributed at this event is attached.

Applicant's signature: _____ Date: _____

IDOR signature: _____ Date: _____