



## ELHI Community Center

115 Ute Street | PO Box 2084

Ignacio, CO, 81137

(970) 563-4100

[www.theelhiignacio.org](http://www.theelhiignacio.org)

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## Application for Space Use

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ Time: \_\_\_\_\_

*(Please include time needed to setup and cleanup.)*

REOCCURRING:  YES  NO FREQUENCY: \_\_\_\_\_

### Contact Information

Contact Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Space Requested

- |   |   |
|---|---|
| <input type="checkbox"/> Inspiration Square         | <input type="checkbox"/> Office conference room |
| <input type="checkbox"/> Secret garden (North Wing) | <input type="checkbox"/> Commons                |
| <input type="checkbox"/> Playground & Field         | <input type="checkbox"/> Kitchen                |
| <input type="checkbox"/> West parking lot (front)   | <input type="checkbox"/> Walk-in refrigerator   |
| <input type="checkbox"/> Drive-thru distribution    | <input type="checkbox"/> Walk-in freezer        |

## Description of Event

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**\*\*\*FOR ELHI OFFICE USE ONLY\*\*\***

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application:** *(Please circle one)* Approved / Denied

**Reason:** \_\_\_\_\_

**Terms and Conditions Received:** *(Please circle one)* Yes / No

**Terms and Conditions Signed and Returned:** *(Please circle one)* Yes / No

**Rental Payment Received:** *(Please circle one)* Yes / No **Type:** Credit Card /Cash /Check

**Damage Deposit Received:** *(Please circle one)* Yes / No **Type:** Credit Card /Cash /Check

**Credit Card on File:**

**Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_ **CVV:** \_\_\_\_\_