



**If downloading this form online, please see the Rules/ Guidelines for Community Room Use*

**** IT IS YOUR RESPONSIBILITY TO PICK UP THE KEY BEFORE YOUR SCHEDULED EVENT**

Key may be picked up on the day of the event or on the Friday prior to a weekend event.

OFFICE HOURS ARE MONDAY – FRIDAY 8:00 AM – 4:00 PM.

**TOWN OF CAMBRIA
COMMUNITY ROOM USE APPLICATION**

CAMBRIA RESIDENT: YES NO

APPLICANT: _____

SERVICE ORGANIZATION: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____

PURPOSE OF USE: _____

DATE (S) REQUESTED: _____

NUMBER OF PARTICIPANTS: _____ HOURS: _____

WILL KITCHEN FACILITIES BE USED? YES NO

*****Upon my signature, I hereby acknowledge receipt of the rules/ guidelines governing the use of Cambria's Community Room, accept responsibility for compliance with said rules, and maintain that this event is not for profit.**

SIGNATURE: _____ DATE: _____

~ OFFICE USE ONLY~

STATUS:

APPROVAL GRANTED: _____ DATE: _____

FEE RECEIVED: _____ DATE: _____ WAIVED: YES NO

DENIED: _____ REASON: _____

Arrangement for key pick-up should be made with the Town Clerk's Office.

Any building issues or concerns please contact: Jon MacSwan – 570-2479

Any other questions please contact Tamara Cooper @ 998-3637 or Paula Jones @ 863-9227