MOFFAT COUNTY FACILITIES IN-TAKE FORM

Date _____

_____ Phone _____ In person _____ Email _____ Other

Name _____

Organization _____

Address _____

Telephone _____

Contact Person _____

Name of Event _____

Dates Needed _____

No. of Guests _____

Alcohol Yes No

Security Yes No

Facility:
Loudy-Simpson
Picnic Shelter: East/West

Ice Arena

Pavilion

Grandstand Bldg

Picnic Area

Barn

Arena

Sherman Youth Camp

Time Needed:

Set-up	Date _____	time _____	**Public:**	_____ m (start)
Clean up	Date _____	time _____		
EVENT	Date _____	time _____	**Public:**	_____ m (finish

Price

Set-up	Total _____	**A/V Equipment**	Total _____
Clean up	Total _____		
EVENT	Total _____		

TOTAL FEES Useage $ _____ Rec'd _____ Deposit $ _____ Rec'd _____

Check # _____ Check # _____

Marquee _____

Requirements Insurance Security License

NOTES/DETAILS _____

_____

_____

Deposit Returned _____ Mail Torn Up By Hand

Keys Out (# of Keys) _____

Key Returned _____