

POWELL BUTTE COMMUNITY CENTER

P. O. Box 87 8404 SW Reif Rd. Powell Butte, OR 97753

Community Program Application

A Community Program is an endeavor open to and for the benefit of members of the community as individuals and/or the betterment of the community as a whole.

Name of Group/Program _____

Contact individual _____ Phone _____

Contact email (required) _____

Type of Event: _____ Estimated # of participants _____

Facility requested: (maximum occupancy in brackets)

Board Rm (15 ppl) Conf Rm (25 ppl) Kitchen/Alcove (30 ppl) Hall (300 ppl)

Frequency of use: Monthly Weekly Other _____

Day(s) requested: _____ Hours: _____

Private event (closed) Open to the public Admission/membership fee charged

Please provide intended use of the facility, a description of activities, and/or your group's Mission Statement (use additional page if needed):

Process: Complete and submit this form to events@pb-center.com for verification of date/time availability. The Board of Directors will review the application and notify applicant.

1. A *suggested* \$2.00 per person donation to support and maintain the facility is appreciated. All donations are welcome. THANK YOU FOR YOUR SUPPORT OF THE CENTER.
2. On occasion the group may be asked to reschedule a date/time to accommodate a rental event. Rental events support our Community Programs. Your cooperation is appreciated.

Please note: all Community Programs are under the oversight of the Board of the Powell Butte Community Center and may not change the scope of their facility use without approval of the Board. The Board reserves the right to set schedules, cancel a particular Program event, or restrict its activities.

Signature of applicant: _____ Date: _____

Board Use Only:

<input type="checkbox"/> Approved by Board (Date) _____
<input type="checkbox"/> Declined by Board (Date) _____ Reason _____