

APPLICATION FOR USE OF SPACE IN PUBLIC BUILDINGS AND GROUNDS

INSTRUCTIONS: Please submit with this application a copy, sample, or description of any material or item proposed for distribution or display. Type or print in ink all items. Failure to complete this form, shall result in denial of a license.

PART I—APPLICATION

1A. FIRST, MIDDLE, LAST NAME OF APPLICANT	1B. COMPLETE MAILING ADDRESS
1C. TELEPHONE NUMBER	
2A. NAME OF PERSON OR ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY	2B. COMPLETE MAILING ADDRESS
2C. TELEPHONE NUMBER	
3A. NAME(S) OF PERSON(S) WHO WILL HAVE SUPERVISION OF/AND RESPONSIBILITY FOR THE PROPOSED ACTIVITY	3B. COMPLETE MAILING ADDRESS
3C. TELEPHONE NUMBER	

4. DESCRIPTION OF PROPOSED ACTIVITY

5. PROPOSED BUILDING AND AREA

6. PROPOSED DATES AND HOURS DURING WHICH THE ACTIVITY IS TO BE CARRIED OUT	7. APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THIS ACTIVITY (if known)	
A. FROM	B. TO	C. HOURS

IMPORTANT: If applicant purports to represent an organization, a letter or other documentation that the applicant has authority to represent that organization is required to be submitted with this form.

8. APPLICANTS PROPOSING TO ENGAGE IN THE SOLICITATION OF FUNDS MUST CHECK ONE OF THE FOLLOWING STATEMENTS.
I HEREBY CERTIFY THAT:
<input type="checkbox"/> A. I represent and will be soliciting funds for the sole benefit of a religion or religious group:
<input type="checkbox"/> B. My organization has received an official Internal Revenue Service (IRS) ruling or letter of determination stating that the organization or its parent organization qualifies for tax-exempt status under 26 U.S.C. 501 (c)(3), (c)(4), or (c)(5); or
<input type="checkbox"/> C. My organization has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. 501 (c)(3), (c)(4), or (c)(5), and that the IRS has not yet issued a final administrative ruling or determination of such status.

CERTIFICATION: I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

9. SIGNATURE OF APPLICANT	10. DATE SIGNED
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1. Will any special services be necessary for the proposed activity?

☐ No ☐ Yes (Write the special services below if required.)

Public Address System, Motion Picture Projector, Special Lighting, Air Conditioning, Heating, Lights, Other.
specify service:

2. Will attendees be required to pay an admission fee or other fee?

☐ No ☐ Yes

3. Which, if any, of the applicant, sponsor, promotor, or supervisor of the proposed activity is a non-profit organization as defined in DAO 206-5?

Which of the above, if any, intends or expects to receive a profit from the proposed activity?