

Application for Use of the Mutual Telephone Company Conference Room

Date Requested for Event: _____

Time of Event: _____

Detailed Description of Event: _____

Number of people expected to attend event: _____

Point of Contact: Name = _____ Phone # = _____

E-mail = _____

Organization or Individual Represented by this Request: _____

Amount of time needed in advance of event for set-up? _____

Applicant Name (Printed): _____

Applicant Phone Number: _____ E-mail : _____

Applicant's Signature: _____

Date of Application: _____

Approval:	YES	NO	_____
			For MTC

Alcoholic beverages are not allowed at any events in this facility. All applications will be considered on a case-by-case basis by Mutual Telephone Company.

All use of the facility will require a \$50 charge for cleaning purposes. A \$50 refundable security deposit is also required. Security deposit refund is based on the condition of the facility upon completion of the event.

Contact person is responsible for coordinating the set-up of the room for the purposes of the event. This coordination will be worked out with management of MTC so as not to interfere with the daily activities of MTC. Contact person is responsible for ensuring that the facility has been cleaned, reorganized and returned to the condition it was in prior to being used.