



Town of Pittsford

Facility Use Application Form

Recreation Department – 35 Lincoln Ave – Pittsford, 14534 – 248-6280

APPLICANT INFORMATION

Organization or Individual Name		Date of Application	
Applicant's Name			
Address		Town	Zip
E-mail address		Phone Number	

FACILITY INFORMATION

Facility: <input type="checkbox"/> Spiegel Community Center <input type="checkbox"/> Pittsford Community Library <input type="checkbox"/> Town Hall <input type="checkbox"/> Mile Post School		Room:	
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RESERVATION INFORMATION

Starting Date		Ending Date	
Time From: <input type="checkbox"/> am <input type="checkbox"/> pm	Time To: <input type="checkbox"/> am <input type="checkbox"/> pm	Actual time of event: From: <input type="checkbox"/> am <input type="checkbox"/> pm	Actual time of event: To: <input type="checkbox"/> am <input type="checkbox"/> pm
Estimated attendance		Purpose of facility use	

By signing below I acknowledge that I have read and understand the Town's facility use policy, rules and regulations.

Applicant's Signature		Date of Application	
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Please submit all facility use applications to: Recreation Department, 35 Lincoln Avenue

Thank you for your interest in using a Town of Pittsford facility. We hope to be able to grant your request. Confirmation of your reservation will be e-mailed to you so please provide an e-mail address.

(OFFICE USE ONLY)		
Date Received: _____	Staff Initials: _____	Receipt #: _____



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ROOM SET-UP OPTIONS

EQUIPMENT OPTIONS

Check ONE

<input type="checkbox"/>	A	Room is clear. No tables or chairs.
<input type="checkbox"/>	B	<pre> x x x x x x x x x [] [] x x [] [] x x [] [] x x x x x x x x x </pre>
<input type="checkbox"/>	C	<pre> x x x x x x x x [] [] [] [] x x x x x x x x [] [] [] [] x x x x x x x x [] [] [] [] </pre>
<input type="checkbox"/>	D	<pre> x x x x x x x x x [] [] [] [] x [] [] [] [] x [] [] [] [] x x x x x x x x </pre>
<input type="checkbox"/>	E	<pre> x x x x x x x x x x x x x x x x x x x x x </pre>

	<u>Check</u> Items
Town Hall	<input type="checkbox"/> TV-VCR <input type="checkbox"/> Screen <input type="checkbox"/> Microphone – wireless with stand (1) <input type="checkbox"/> Hearing loop <input type="checkbox"/> Podium
Spiegel Community Center	<input type="checkbox"/> Chalkboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Screen <input type="checkbox"/> TV-DVD-VCR
Mile Post School	<input type="checkbox"/> Chalkboard <input type="checkbox"/> Piano
Pittsford Community Library Fletcher Steele Room	<input type="checkbox"/> Screen <input type="checkbox"/> Flip Chart
Pittsford Community Library Fisher Meeting Room	<input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Screen <input type="checkbox"/> Flip Chart <input type="checkbox"/> Microphone – table (4) <input type="checkbox"/> Microphone – lapel (1) <input type="checkbox"/> Microphone – wireless with stand (1)