

The Ernest and Ruby McSwain Extension Education and Agriculture Center

Facility Use Request Form

This form to be completed by individuals or groups applying to use/rent the Lee County Farm Bureau Auditorium

1. Organization/Renter Name: _____

2. Applicant Address: _____

3. Telephone: Home: _____ Work: _____

4. E-mail Address: _____

5. Date and time auditorium will be needed:

Date: _____ Time - From: _____ To: _____
Admittance allowed at 8:15 am, please notify speakers, caterers and attendees

6. Internet access needed: Yes _____ No _____
Please notify the office at least 4 days prior to use

7. Estimated attendance: _____

Describe activity to be scheduled: _____

8. **All organizations using or renting the Lee County Farm Bureau Auditorium must be familiar with the policies and procedures governing the use of the facility. If a copy of the "Lee County Farm Bureau Auditorium Policies and Procedures" is not attached to this Facility Use Request Form, please ask the Administrative Assistant to provide you with a copy.**

I have read and agree to abide by the McSwain Center regulations governing the use of the Lee County Farm Bureau Auditorium. I do also agree to hold blameless the Lee County Cooperative Extension staff, Lee County Board of Commissioners, and the Lee County Cooperative Extension Advisory Council from any and all claims for damages, personal or otherwise, that may occur during the use of this facility. I agree to be responsible for damages in excess of the security deposit. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the applying organization.

NOTE: If renting, make payment payable to: NCCE, Lee County

Signature _____

Date _____

Revised 10-14-11

