

# Facility Use/Event Registration Request

Name of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Capacity Adult: \_\_\_\_\_ Capacity Youth: \_\_\_\_\_

Cost Adult: \_\_\_\_\_ Cost Youth: \_\_\_\_\_ Unit Cost? \_\_\_\_\_

Email address for contact person:

Facility(ies) requested for use (Location of event): \_\_\_\_\_

Specific buildings/campsites needed (quantity/capacity of each): \_\_\_\_\_

Is the Adventure Card discount applicable to this event? \_\_\_\_\_

Information to be collected at registration:

Name of attendee:

Age of attendee:

Email of attendee:

Gender of attendee:

Address of attendee:

Phone of attendee:

Unit #/Town of attendee:

Quantity of attendees (if you only need to know how many attending) youth: \_\_\_\_\_ adult: \_\_\_\_\_

Any other information to be collected?

Cutoff date for event?

Confirmation emails should go to:

If there is any other information we might need, please submit on a separate sheet of paper.

Completion of this form does not automatically secure facility use. Your request will be confirmed via email.

Council use only:

Registration link created \_\_\_\_\_

SOA Calendar listing \_\_\_\_\_

SOA Newsletter listing \_\_\_\_\_