

Housing Authority of McDonough County  
COMMUNITY FACILITIES APPLICATION

**Directions:** To be submitted no later than 7 days prior to event. One request per application  
Entire application must be completed and signed.

**Date of Application** \_\_\_\_\_

**Name, Address, and Phone Number of Person requesting use of facility:** *This person must be present at the event in its entirety, and is held responsible for the facility.*

\_\_\_\_\_  
Name Street Address City

\_\_\_\_\_  
Organization Name if applicable Phone Number

**Facility Requested:** (Prairieview, Eisenhower Tower, Greenbrier) \_\_\_\_\_  
*State if your request includes the use of the kitchen @ Eisenhower Tower or the Computer Room or Office @ Prairieview.*

**Date requested** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Check-In Check-Out

**Specific Reason for Use** (birthday party, Resident Council game night, Girl Scouts, etc.)  
\_\_\_\_\_

**Certification.** Subject to the Housing Authority approval, I agree to be responsible for the requested activity for the scheduled time. After the activity is concluded, I agree to see that all equipment and other materials used in connection with the activity are removed, all trash is bagged, and all surfaces are cleaned, swept and mopped as needed.

**I agree to observe all Housing Authority regulations, policies and rules, to clean the facility to restore to its pre-activity condition, and if necessary, to pay for all damages.** I agree to hold the Housing Authority harmless from any liability, loss or damage that occurs during or as a result of the use of said facility.

\_\_\_\_\_  
Signature Date

For Housing Authority use:

Date received \_\_\_\_\_ Priority category:  Resident Council  
 Housing Authority partner  
 Public Housing Resident  
 Other \_\_\_\_\_  
 Fee \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason for disapproval \_\_\_\_\_

Housing Authority representative signature \_\_\_\_\_ Date \_\_\_\_\_