



Request to Use Facilities

Step One – Complete this form so that the Community Foundation has the appropriate information to determine if the event can be accommodated. This form is used to request the Snowdon Community Rooms and/or conference room, so the room(s) can be put on hold in the calendar pending the completion of the following steps.
Step Two – Submit the required forms (i.e. insurance certificates, completed application form, etc.).

Note to all Applicants: Events held in the Community Foundation facilities must be related to the Applicant’s mission.

Applicant (Organization): _____ Date of Request: _____

Name of Meeting/Event: _____ Date(s) of Event: _____

Actual Hour(s) of Meeting/Event: _____

Event Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail _____ Web Site: _____

Number of Projected Attendees: _____ Has your organization held a meeting here before? _____

Purpose of event (At least one sentence, Please) _____

Type of Event: Breakfast/Lunch/Dinner Board/Committee Meeting Seminar Cocktail Reception
 Other (Describe) _____

Which room(s) are you requesting? See room layout information on fact sheet.

Snowdon Community Room I Snowdon Community Room II Snowdon Community Rooms I & II
 Snowdon Conference Room All Three Rooms Cohen Courtyard All Three Rooms & Courtyard

Room Layout: Boardroom Classroom Theater

Other _____

Audio/Visual Equipment: listed on attached Audio/Visual & Furniture form

Special needs listed on attached Audio/Visual & Furniture form

Applicant’s relationship to the Community Foundation: Community Foundation Building Tenant

Grantee (current) Grantee (past) Applicant Board member is also a Community Foundation Board member

Foundation Other Non-Profit _____ Government Entity _____

Professional Advisor _____

Please return all completed paperwork via email or fax to:

Sandy Mari – Office and Facilities Administrator
 Community Foundation for Palm Beach & Martin Co, Inc
 700 South Dixie Highway, Suite 200 West Palm Beach, FL 33401
 Phone: (561) 340-4501 Fax: (561) 832-6542 E Mail: smari@cfpbmc.org