

Northwood Town Facilities Use/ Document Request Form

Room Request Phone Number:	Date of Request:	Name of Group:
Room Request	Contact Name:	
Date of Event:	Phone Number:	Email:
Date of Event:		
Name of Event: Time Needed:		·
Time Needed: Number of Attendees:		
Equipment Needed:	Name of Event:	
Table Microphones	Time Needed:	Number of Attendees:
Information Request Description of Request: Purpose of Request: Number of Copies: Emailed: Yes No By Date: Emailed: Yes No By Date: Recipient (s): Other Type of Request or Assistance from Town Department Description of Request (be specific): Signature of Requester: (print & sign) Received By: Date Received: Copy to: Date Book Police Dept Fire Dept Other: Request Has Been: Approved Denied Date:	Equipment Needed:	Livestream Need to be trained on Livestream
Information Request Description of Request:		☐ Table Microphones ☐ Standing Microphone
Description of Request:		# of Chairs: Other:
Description of Request:		
Purpose of Request: Mailed: Yes No By Date: Emailed: Yes No By Date: Recipient (s): Other Type of Request or Assistance from Town Department Description of Request (be specific):		Information Request
Number of Copies: Mailed:YesNoBy Date:	Description of Request	:
Recipient (s): Other Type of Request or Assistance from Town Department Description of Request (be specific): Signature of Requester: (print & sign) Received By: Copy to: Date Received: Copy to: Approved Denied Date:	Purpose of Request:	
Other Type of Request or Assistance from Town Department Description of Request (be specific): Signature of Requester: (print & sign) Received By: Copy to: Date Received: Copy to: Approved Denied Date:	Number of Copies:	Mailed: Yes No By Date:
Other Type of Request or Assistance from Town Department Description of Request (be specific): Signature of Requester: (print & sign) Received By: Copy to: Date Received: Copy to: Dother: Request Has Been: Approved Denied Date:		Emailed: Yes No By Date:
Description of Request (be specific):	Recipient (s):	
Description of Request (be specific):		
Signature of Requester: (print & sign) Received By: Copy to: Date Received: Other: Request Has Been: Approved Denied Date:	O	ther Type of Request or Assistance from Town Department
(print & sign) Received By: Date Received: Copy to:	Description of Request	(be specific):
(print & sign) Received By: Date Received: Copy to:		
Received By: Date Received: Copy to:	Signature of Requester	;
Copy to:		
Request Has Been: Approved Denied Date:	-	
	Copy to: Log	Book Police Dept Fire Dept Other:
	Request Has Been:	☐ Approved ☐ Denied Date:
Signature (s):		
	Signature (s):	