# Northwood Town Facilities Use/Document Request Form

## Date of Request:

Name of Group: __________________________________________

Contact Name: __________________________________________

Phone Number: __________________________ Email: __________________________

### Room Request

Date of Event: __________________________ Name of Room: __________________________

Name of Event: __________________________________________

Time Needed: __________________________ Number of Attendees: __________________________

Equipment Needed:

- [ ] Livestream
- [ ] Need to be trained on Livestream
- [ ] Table Microphones
- [ ] Standing Microphone
- [ ] # of Chairs: _____
- [ ] Other: __________________________

### Information Request

Description of Request: __________________________

Purpose of Request: __________________________

Number of Copies: ________  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): __________________________

Signature of Requester: __________________________ (print & sign)

Received By: __________________________ Date Received: __________________________

Copy to: [ ] Log Book [ ] Police Dept [ ] Fire Dept [ ] Other: __________________________

Request Has Been: [ ] Approved [ ] Denied Date: __________________________

Signature(s): __________________________ __________________________