



# FACILITY USE APPLICATION

1500 Solana Boulevard, Building 7, Suite 7200

Westlake, TX 76262

**Office:** 817.430.0941 **Fax:** 817.430.1812

**Email:** mdubon@westlaketx.gov

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

**Please refer to the Facility Use Guideline & Policies for hours of availability**

Town Council Chambers and Courtroom

## Applicant must be a Westlake resident

Organization/Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Function/Activity

Purpose: \_\_\_\_\_

A/V Needs: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Chairs/Tables: \_\_\_\_\_

Will food be served: Yes  No

Other Set-up: \_\_\_\_\_

Please provide a brief description of your event:

I acknowledge I have read and understand the "Westlake Academy/Civic Campus Facility Use Guidelines and Policies" and furthermore agree to abide by the requirements for facility rental.

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Signature

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Date

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Printed Name