

## Application for Use of James Cupp Meeting Center

Please print, complete, sign, and return this Application and deposit to the District Office located at 18230 Old Richmond Road, Sugar Land, TX 77498.

Today's Date: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Time: \_\_\_\_\_ AM/PM Take Down Time: \_\_\_\_\_ AM/PM

Name of Contact Person: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Individual       Group       Non-profit       Other \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (days) \_\_\_\_\_ (evenings)

Fax Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Estimated Persons in Attendance: \_\_\_\_\_

Activity/Purpose of Event/Meeting: \_\_\_\_\_

Equipment Requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Tables                   | <input type="checkbox"/> Computer Projector |
| <input type="checkbox"/> Chairs                   | <input type="checkbox"/> Screen             |
| <input type="checkbox"/> White Boards/flip charts | <input type="checkbox"/> Other _____        |

Caterer Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

\*Arrangements for catering are the responsibility of the User and must be in accordance with the District's Policies and Procedures for the Reservation and Use of District Meeting Facilities (the "Conference Room Use Policy").

I, the undersigned, acting as the responsible representative of the above organization, have read the District's Conference Room Use Policy and agree to use the space in accordance with the rules and conditions therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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FOR OFFICE USE ONLY

Date Application Rec'd: \_\_\_\_\_ Deposit Rec'd: \_\_\_\_\_