

FAISON PARKS AND RECREATION DEPARTMENT

Faison Recreation and Wellness Center Facility Rental Application

The Faison Recreation and Wellness Center can be rented and reserved when space is available in accordance with the Faison Recreation and Wellness Reservation and Rental Policy. Faison Recreation and Wellness Center facilities include a **large multipurpose room, gymnasium, and kitchen**. Application should be submitted at least 14 days prior to rental date applied for.

Applicant Information

Name of User Organization: _____

Contact Person: _____ Cell Telephone: _____

Day Time Telephone: _____ Night Time Telephone: _____

Email Address: _____

Address: _____ City: _____

Zip: _____

Please identify the areas of the facility you wish to rent:

- Multi-Purpose Room
- Multi-Purpose Room & Kitchen
- Gym (Basketball)
- Gym (Volleyball)
- Family Reunion (Multi-purpose room, kitchen & Gym)

Rental Details

Requested Rental Date: ____/____/____

Number of Attendees Expected: _____

Set Up Time: ____ - ____

Event Time: ____ - ____

Time of Completed Clean Up: ____ - ____

Equipment Needed: # of Tables _____ # of Chairs _____

Facility Rental Application Continued

FAISON PARKS AND RECREATION DEPARTMENT

Type of Use:

- | | | |
|---|---|---|
| <input type="radio"/> Dance | <input type="radio"/> Business Meeting | <input type="radio"/> Wedding Reception |
| <input type="radio"/> Birthday Party | <input type="radio"/> Volleyball Rental | <input type="radio"/> Wedding Shower |
| <input type="radio"/> Company Party/
Banquet | <input type="radio"/> Basketball Rental | <input type="radio"/> Baby Shower |
| | <input type="radio"/> Family Reunion | <input type="radio"/> Other_____ |

Short Description of use:

Decorations to be used:

IF APPLICANT IS AN INDIVIDUAL:

Print Name: _____

Signature: _____

Date: _____

IF APPLICANT IS AN ENTITY:

(Print Entity Name)

By: _____
(Signature of authorized person)

Name: _____
(Print name of authorized person)

Title: _____
(Print capacity of authorized person (President,
Vice President, etc.))