



Facility Use Request

Date(s) & Time of use; _____

Name of Organization; _____

Responsible person; _____

Contact # _____

Email; _____

The meeting facility at Station 1 and at Headquarters may be used for community meetings. Each such use of the premises shall only be with prior approval of District management.

A request for use may be submitted by fax or by calling the Office Manager. Scheduling will be on a first-come, first-serve basis. The District reserves the right to bump scheduled events in order to accommodate emergent district needs.

Facility Use agreement will be provided to the responsible person with procedures for using each facility After each use, the facility shall be left clean and ready for another user.

Questions or comments; email the District Office Manager at; tjackson@applegatefd.com or phone (541) 899-1050

Location Details

Headquarters Meeting Room; 1095 Upper Applegate Rd. Jacksonville
Occupancy—160

Kitchen Facility

 Station 1 Meeting Room; 18489 N. Applegate Rd., Grants Pass
Occupancy—30

Send Request by; Fax—(541) 899-9314 or Email; tjackson@applegatefd.com

District Management Approval:

Signature _____

Date _____