



CENTER USAGE REQUEST FORM

Today's Date:		POC Name:	
Unit/Org.:		Phone:	Email:
Date needed:	Starting time (weekdays, circle one): 1600 1700 1800 Estimated End Time: Weekends/holidays/training holidays: Call First		
Est. # people expected to attend (Capacity is 250): <i>If your number changes by more than 10, please let us know!</i>			
Event type (circle or highlight one) FRG Meeting - Other (please specify):			
What is the name of the registered USO volunteer in your group?			
Will you be bringing in outside food/refreshments? Yes No If yes, please list the name(s) of Food Handler's Card Holder(s). A copy of food handler's card must be received NLT 1 week prior to the event):			
Additional Details: (Special Activity, Outside Entertainment, Barbecuing, Guest Speaker – Note: Fundraising, sales, or the exchange of funds in the USO is strictly prohibited.)			

Please note, the USO does not provide beverages or snacks outside of those provided during normal USO Center operating hours.

Please provide requests 2-3 weeks prior to the time Center needed. USO staff may provide a brief presentation on USO programs and services or will do so upon request.

E-mail completed request to: usofortriley@uso.org.

****Our ability to accommodate requests is contingent upon date availability and your group providing a registered USO Volunteer that has logged a minimum of 10 center hours within the last month including at least one closing shift.****

I have received a copy of the USO guidelines/instructions regarding holding an FRG Meeting at the USO Center and understand we are responsible for breaking down and cleaning the area including sweeping, mopping, trash removal, and wiping down counters/tables:

Signature: _____

Received By: (Initial & Date)	Approval: (Choose one. If Denied, site reason)	Approval Date:	Online Schedule	Calendar Book	Confirmed Via: (Choose one)	Confirmed By: (Initial & Date)
	APPROVED DENIED				PHONE EMAIL IN PERSON	