



TOWN OF PITTSFORD

APPLICATION FOR BUILDING USE

Spiegel Community Center – 35 Lincoln Ave. – 248-6280

| | | | | | | | | | | |
|--------------------------|----|---------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Organization | | | | Date of Application | | | | | | |
| Times: From | To | Starting Date | Ending Date | Check Days of Room Use | | | | | | |
| | | | | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Purpose of Meeting | | | Furniture Needs * | | | | | | | |
| Applicant's Name (print) | | | | | | | | Telephone | | |
| Address | | | Town | | | ZipCode | | | | |
| E-mail | | | | | | | | | | |

*** PLEASE INDICATE ROOM SET-UP PREFERENCE ON THE SECOND PAGE OF THIS FORM.**

Thank you for your interest in the use of the Spiegel Community Center located at 35 Lincoln Avenue. We hope to be able to grant your request. Confirmation of your reservation will be mailed to you. Please check in at the Information Desk, (585) 248-6280, when you make your first visit.

FOR DEPARTMENT USE ONLY

| | | |
|-------------------------------------|-------------|------|
| Room Scheduler | Room Number | Date |
| Director of Recreation & Technology | | |

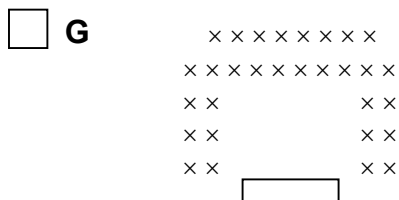
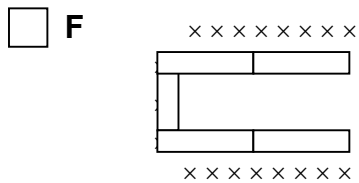
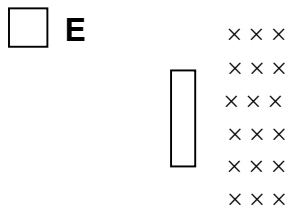
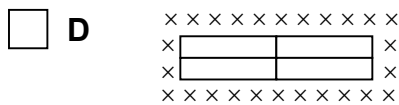
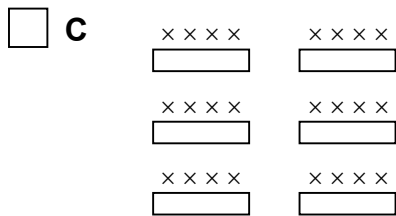
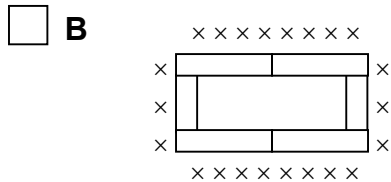
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|------------------------------------|
| Special Restrictions or Conditions |
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TOWN OF PITTSFORD

SPIEGEL COMMUNITY CENTER ROOM SET-UP DIAGRAM

A Room is clear. No tables or chairs.



Equipment requested:

- 1 - Chalk board/chalk
- 2 - Easel/chart/markers
- 3 - TV-VCR
- 4 - Overhead projector
- 5 - Slide projector
- 6 - Projection screen

H - Special set-up request ↓