



Subsidy Request Form for Facility Rental

Applicant Information

Name of Organization / Individual:

Contact Person:

Phone Number:

Email Address:

Rental Request Details

Name of Space Requested:

Requested Date(s):

Requested Time(s):

Total Hours Requested:

Event / Activity Details

Name of Program or Event:

Brief Description of Activity:

Is this a youth program Yes / No What Age Range of Participants (if applicable):

Community Benefit

Is this event/program open to the public? Yes / No At what cost? _____

Are you able to “pay it forward” in free or reduced cost access to your program for youth or those in need? Yes / No

Describe how this event benefits the community:

Subsidy Request

Is your program or event supported by any grants: Yes / No

What percentage subsidy are you requesting? ☐25 ☐50 ☐75 ☐100

Reason for requesting subsidy:

Additional Notes or Special Requests

Signature

Signature of Applicant: _____ Date: _____

Please allow 3-5 business days for approval.

For Office Use Only – Executive Director Approval

Approved by Executive Director: _____ Date: _____

Notes or Conditions (if any):
