



## MEDIA BOROUGH Conference Room Usage

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Group/Organization  
\_\_\_\_\_

Group/Organization Description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Usage  
\_\_\_\_\_  
\_\_\_\_\_

Dates/Times Requested  
\_\_\_\_\_  
\_\_\_\_\_

Borough Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

**\$5.00 Fee per Usage** Amount Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_