



APPLICATION FOR USE OF JUDGE GUY BOYINGTON BUILDING

Clatsop County Manager's Office

800 Exchange St., Suite 410, Astoria, OR 97103

(503) 325-1000 email: countyadmins@clatsopcounty.gov

Reservations required at least 14 days in advance of desired use. Payment must be included with application.

Organization

Organization name: _____

Organization type: _____

Applicant (responsible for room use)

Alternate Contact (when applicant can't be reached)

Name: _____

Name: _____

Position: _____

Position: _____

Email: _____

Email: _____

Primary phone: _____

Primary phone: _____

Secondary phone: _____

Secondary phone: _____

Meeting Information

Purpose of meeting/event: _____

Date(s) desired: _____

Time desired: _____ To: _____

Attendance Expected: _____ Event open to public? _____ Admission Fee? _____

Room Space: _____

A/V Equipment: _____

Audio Only

Audio/Video/Projector

Virtual Meeting Inclusion

Other (specify) _____

Tables & Chairs _____

_____ Chairs

_____ 30 x 60 inch tables

_____ 18 x 60 inch tables

_____ 18 x 72 inch tables

For County use only:

Date received: _____ Fee total: \$ _____

Action taken: (Initials & date)

Granted: _____

Confirmation: _____

Payment: _____
Amount Date Check # or Cash

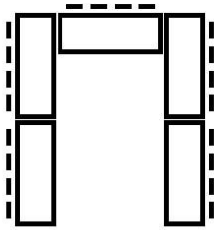
Rejected & reason for rejection: _____

Signature of authorized individual _____

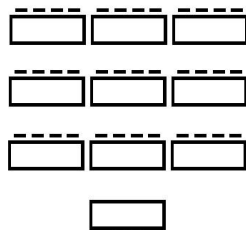
Date _____

Space Layout Notes (enter below)

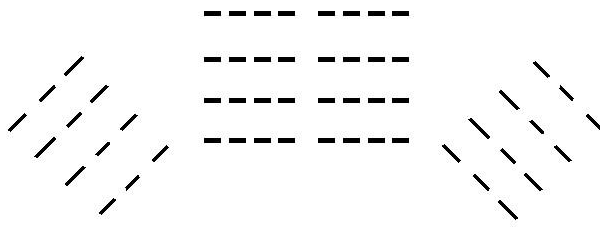
Select from a common table/chair configuration:



"U" Shape



Classroom



Auditorium

Sketch your desired table/chair layout below: