



Friends of the Jordan River Watershed

PO Box 412 East Jordan, MI 49727

Application to Use the Watershed Center

Please Print or type then return by mail, or complete and e-mail to foj@friendsofthejordan.org

Contact Person		Phone:
Address		
Organization/group		
Type of Organization or Group	<input type="checkbox"/> Private non profit <input type="checkbox"/> Civic group <input type="checkbox"/> School/youth group <input type="checkbox"/> Business group <input type="checkbox"/> Church group <input type="checkbox"/> Other	
Purpose (attach a tentative agenda if possible)		
Date/Days Needed		Hours:
If Recurring Event, indicate frequency and duration	<input type="checkbox"/> one time, <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> times/month Duration:	
Expected attendance		
Will you be using any of the FOJ Equipment?		

The Friends of the Jordan offers the Watershed Center as a location for meetings, presentations etc to not-for-profit community groups at no charge but does accept donations of funds and/or labor to help cover utilities and maintenance of the facilities. Groups are expected to provide their own supplies and to return the setting to as good or better condition prior to leaving the building. Please arrange for the building to be opened in time to set up and make sure it is secured when you leave. The FOJ is not liable for any harm that might come to anyone attending an event that is not an official FOJ function. The FOJ Board meets the Third Thursday of the month. Please submit request at least 1 week prior if possible.

Submitted by: _____ **Date:** _____

----- **FOR FOJ USE** -----

Building is available at requested date/time? (check with Activities Committee)	
Purpose does NOT conflict with the mission of the FOJ	<input type="checkbox"/> Yes, <input type="checkbox"/> Possible Conflict
If there is a possible conflict, who will review and make a recommendation to the board?	
Board Decision:	
<input type="checkbox"/> N/A, (no conflict with FOJ activities or FOJ mission. No Board Review required)	
<input type="checkbox"/> Approved,	
<input type="checkbox"/> Approve with Conditions,	
<input type="checkbox"/> Denied	