



First 5 Family Resource Center
525 E. Yosemite Avenue
Madera, CA 93638
Ph: 559-661-5155 Fx:559-675-4950

RESERVATION FORM COMMUNITY USE OF FACILITY

Today's Date: _____ Organization Name: _____

Address: _____ City: _____ Zip: _____

Contact Name: _____ Work Ph: _____

*User Name: _____ Phone: _____

Fax: _____ Email: _____

Date/s of Event: _____ Day of Week: _____

One time or On-going event? _____

Number of Participants: _____ Set up Time: _____ AM PM

Event Start Time: _____ AM PM Adjourn _____ AM PM

Activity Description: _____

Community Event to add to FRC Calendar? Yes No

Request for Amenities Needed: _____

Reservation Request:

North Training Room (40 max)

Kitchen

South Children's Room (20 max)

Children's room (8 max)

Conference (10 max)

Confirmation will be Faxed/Emailed to you. Please review and make sure all is correct.

****USER MUST SUBMIT OR HAVE ON FILE SIGNED USER GUIDELINES***

Office Use Only

Use guidelines on file? _____ Yes _____ No

Approved: Yes No Date: _____ Reservation #: _____