



North Carolina Department of Health and Human Services (NC DHHS)

Haywood Gymnasium Facility Request Form

Before making a request, please consult DHHS Website www.ncdhhs.gov/wellness.htm for the DHHS policy regarding approved uses of gym and the gym schedule with the available dates and times.

REQUESTOR: (please print)

FIRST NAME: _____ LAST NAME: _____

GROUP/ORGANIZATION NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____

GROUP TYPE:

Group Type: (please circle) *DHHS agency* *Other Dix Campus Agency* *Outside Non-Profit Agency* *Other*

CONTACT INFORMATION:

PHONE: HOME: _____ WORK: _____ CELL: _____

E-MAIL ADDRESS _____

EMERGENCY 1st CONTACT: (name/telephone) _____

EMERGENCY 2nd CONTACT: (name/telephone) _____

DATES AND TIMES REQUESTED:

DATE(S) OF EVENT: (use) _____

TIME(S) OF EVENT: (use) _____

DESCRIPTION OF EVENT or ACTIVITY: (use) _____

PARTICIPANTS:

NUMBER OF PARTICIPANTS: (approx.) _____ NUMBER OF SPECTATORS: (approx.) _____

PLEASE READ AND SIGN/DATE

I (We) assume full responsibility for any damages to DHHS equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the state of NC, the DHHS and their agents, employees and the sponsors, and those whose facilities are being used for this program and, will not be held liable for any injury or damage which may occur to me, my guests, and /or members of the above named group/organization and or property during our requested use of the facility.

Sign: _____ Date: _____

•Completed request forms can be:

- E-mailed to DHHS.Haywood.Gym@ncmail.net (form must be signed when key card is picked up); OR
- Mailed to: Haywood Gym Schedule 2001 Mail Service Center Raleigh, NC 27699-2001; OR
- Faxed to 919-715-4645, Attention: Jean Parrish.

•Applicants will be notified by e-mail or phone regarding approval/disapproval of their request.

•Groups must pick up a key card prior to the event between 8 AM and 5 PM at the Adam Building Reception Desk on Blair Drive on Dix Campus. Key cards must be returned to the Adams Building or after hours placed in the drop box at the Campus Maintenance behind the gym Building at 805 Whiteside Drive.