



APPLICATION FOR USE OF CALGARY MUNICIPAL BUILDING ATRIUM AND PLAZA SPACE EXTERNAL USERS

Please send application to:

City Clerk's Office, Administration Services Division
The City of Calgary Mail Code #8007
P.O. Box 2100, Stn M
Calgary, AB T2P 2M5
Email: ccbookings@calgary.ca Fax: 403.268.2362

NAME OF ORGANIZATION:		
MAILING ADDRESS OF ORGANIZATION:		
CONTACT NAME:	CONTACT PHONE:	CONTACT EMAIL:
MAILING ADDRESS FOR CONTACT: (if different from Organization)		
MAY WE PROVIDE YOUR INFORMATION TO MEMBERS OF THE PUBLIC/MEDIA IF REQUESTED?		
YES <input type="checkbox"/>		NO <input type="checkbox"/>
NAME OF EVENT / PROGRAM / PLANNED ACTIVITY		
ANTICIPATED ATTENDANCE		
EVENT DATE(S) : ____/____/____ to ____/____/____ yyyy mm dd yyyy mm dd		TIME OF EVENT: _____
INDICATE SPACE / AREA REQUESTED (mark with X or circle requested space)		
MUNICIPAL <u>ATRIUM</u> <input type="checkbox"/>	MUNICIPAL <u>PLAZA</u>	FORMCHECKBOX
LOADING DOCK ACCESS REQUIRED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

I HAVE READ THE GUIDELINES AND AGREE TO THE TERMS AND CONDITIONS.

SIGNATURE OF CONTACT: _____ **DATE:** / /
yyyy mm dd

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information you provide is collected under the authority of the Use of the Calgary Municipal Building Atrium and Plaza Space Policy and the Freedom of Information and Protection of Privacy Act, section 33(c). This information is used to communicate with your group. If you have any questions about the collection or use of the information, please contact the City Clerk's Office, 700 Macleod Trail SE, #8007, PO Box 2100 Station M, Calgary, AB T2P 2M5, 403.268.5851.

FOR INTERNAL USE ONLY:

DATE RECEIVED: / /
yyyy mm dd

DATE APPROVED: / /
yyyy mm dd