

**APPLICATION FOR USE OF SPACE**

BUILDING NAME, LOCATION:

**PART I - APPLICATION  
APPLICANT**

FIRST NAME	MIDDLE	LAST NAME	ORGANIZATION / PRODUCTION / FEDERAL AGENCY NAME		
			STREET		
TELEPHONE NUMBER	E-MAIL ADDRESS		CITY	STATE	ZIP CODE

DESCRIPTION OF PROPOSED ACTIVITY

PROPOSED AREA(S)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> AUDITORIUM     | <input type="checkbox"/> EXTERIOR       | <input type="checkbox"/>                | <input type="checkbox"/>                |
| <input type="checkbox"/> LOBBY          | <input type="checkbox"/> OTHER _____    |   |   |
| <input type="checkbox"/> MEETING ROOM 1 | <input type="checkbox"/> MEETING ROOM 2 | <input type="checkbox"/> MEETING ROOM 3 | <input type="checkbox"/> MEETING ROOM 4 |

PROPOSED DATES AND HOURS DURING WHICH THE ACTIVITY IS TO BE CARRIED OUT			APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THIS ACTIVITY (If known)
FROM	TO	HOURS	

**INITIAL ONE ONLY**

By submitting this form, **NON TENANT** Applicant agrees to the following terms and conditions:

- Applicant will conduct the proposed activity strictly in accordance with the description of the activity in this application.

Applicant must submit, as part of this application, a copy, sample or accurate description of any materials proposed for distribution at the event.

Unless otherwise agreed to, in writing, by GSA and incorporated into the License, the Applicant assumes all responsibility for, and costs and expenses associated with, clean-up of the grounds, providing trash containers and disposal of trash, as well as any additional security, electrical and water or related services needed to support the activity. Portable restroom facilities may be authorized, at Applicant's sole cost and expense, if Applicant arranges for the removal before the beginning of the next business day.

GSA will neither store nor assume any responsibility for any materials that are used for an event.

By signing this application, Applicant hereby indemnifies and saves harmless the United States, its agents and employees, in both their personal and official capacities, against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of the Federal Government or others, directly or indirectly, due to the exercise by Applicant of the privilege granted by this permit, or any act or omission of Applicant, including failure to comply with the obligations of the License.

In keeping with federal policy regarding retention of records associated with federal contracts and the like, GSA will retain a copy of this application for three (3) years from the date of issuance.

Special terms and conditions related to this application are incorporated into the License as necessary.

By submitting this form, **TENANT or FEDERAL AGENCY** Applicant agrees to the following terms and conditions:

- The use and occupancy of the property shall be without cost or expense to the General Services Administration, and under the general supervision of the Regional Administrator, General Services, or his/her authorized representative, and subject to such rules and regulations as he/she may prescribe from time to time.

The Tenant or Federal Agency shall at its own expense and without cost or expense to General Services Administration, maintain and keep the property in good repair and condition. The use to be made of the property shall be limited to that specified by the building manager.

The Tenant or Federal Agency shall pay the cost, as determined by the Regional Administrator, General Services Administrator, General Services Administration, or his/her authorized representative, of producing and/or supplying any utilities and other services furnished by the General Services Administration. No additions to or alterations of the property shall be made without the prior consent of the Regional Administrator, General Services Administration, or his/her authorized representative.

On or before the date of expiration or termination of the authorized dates of use, the Tenant or Federal Agency shall vacate the premises, remove its property therefrom and restore the premises to a condition satisfactory to the General Services Administration. If however, authorization is revoked, the Tenant or Federal Agency shall vacate the premises, remove its property therefrom and restore the premises as aforesaid within such time as the General Services Administration may designate.

## SPECIAL REQUESTS

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- VIPs will be attending       Escorted by security details  
 Food will be served at this event    Liquor will be served at this event

**IMPORTANT:** If applicant purports to represent an organization, a letter or other documentation that the applicant has autonomy to represent that organization is required to be submitted with this form.

**APPLICANTS PROPOSING TO ENGAGE IN SOLICITATION OF FUNDS CERTIFIES THAT:**

- I represent and will be soliciting funds for the sole benefit of a religion or religious group;  
 My organization has received an official Internal Revenue Service (IRS) ruling or letter of determination stating that the organization or its parent organization qualifies for tax-exempt status under 16 U.S.C. 501(c)(3), (c)(4), or (c)(5);  
 My organization has applied to the IRS for a determination of tax-exempt status under U.S.C. 501(c)(3), (c)(4), or (c)(5), and the IRS has not yet issued a final administrative ruling or determination of such status.

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**CERTIFICATION: I CERTIFY that the above information is true and correct.**

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SIGNATURE	NAME OF APPLICANT	DATE SIGNED
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**DEPARTMENT OF HOMELAND SECURITY REVIEW**

COMMENTS
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SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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**GSA BUILDING MANAGER REVIEW**

COMMENTS
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SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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**GSA REGIONAL OUTLEASING REVIEW (FOR NON FEDERAL OR NON TENANT USE)**

COMMENTS
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SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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**ADDITIONAL APPROVAL**

COMMENTS
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SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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**GSA APPROVAL**

SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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