



**APPLICATION
REQUEST FOR USE OF YSC COMMUNITY ROOM**

Date of Application: <input style="width: 100%;" type="text"/>	
Reservation No. _____	
Applicant (Person or organization sponsoring, promoting or conducting the activity): (Full name, address, including zip code, fax and telephone numbers)	
Applicant <input style="width: 100%;" type="text"/>	
Individual person or persons who will supervise and assume responsibility for the activity: (Full name(s), address, including zip code, contact number and email address)	
Individual Person(s) <input style="width: 100%;" type="text"/>	
Description of Proposed Use: (Attach a brochure(s), flyer etc., describing your activity)	
Proposed Use <input style="width: 100%;" type="text"/>	
Description of any materials or items proposed for distribution or display:	
Materials/Items <input style="width: 100%;" type="text"/>	
Number of expected attendees:	
# <input style="width: 100%;" type="text"/>	
Proposed date(s) and time(s) during which the activity will occur:	
Date(s) and Time(s) <input style="width: 100%;" type="text"/>	
SIGNATURE <input style="width: 100%;" type="text"/>	
<u>OFFICIAL USE ONLY</u>	
APPROVED	
YES	NO
DATE: _____	

Applications must be submitted via e-mail, fax or in person to:

The Office of the Director
Attn: **Kathy Ashe**, Special Assistant/Community Liaison
1000 Mt. Olivet Road, NE - Suite 1017
Washington, DC 20002
kathy.ashe@dc.gov
(202) 576-8397 (Direct)
(202) 576-8457 (Fax)

Applications will be accepted during the hours of 9:00am - 3:00pm - Monday through Friday.
Please allow 48 hours or the next business days for a response.

Should you have questions, you may contact:
Ms. Ashe via email @ kathy.ashe@dc.gov or (202) 576-8397