

Lane Community College Long House User Request Form

Please provide all of the following information for you request:

Date(s) of requested event_____

Time(s) event will take place. (Please include set-up and clean up time)

Day_____Time: from_____to_____

(Please list any additional days and times as appropriate for request)

User group/individual_____

User group/individual
affiliation_____

User group/individual contact information:

Contact name_____

Contact address_____

User group/individual contact telephone (list those most appropriate)

Work_____

Home_____

Cell_____

User group/individual contact email address_____

Do you have or does the group you represent have any current or past affiliation with Lane Community College? Yes___No___If you answered yes, in what way?

Purpose of Event (Please include an explanation of how this event may benefit Native American Students, community or share Native American philosophy/worldview. If more space is needed, please attach additional pages)

By signing this request form the individual or group representative agrees that they have read the attached Lane Community College Longhouse Usage Guidelines and will be the individual responsible for seeing to it that he/she or the group they represent adheres to the Lane Community College Longhouse Usage Guidelines. Failure to follow the usage guidelines may jeopardize the individual or group's future requests to use the Lane Community College Longhouse.

Please sign and date

You will be notified by the Lane Community College Longhouse steward as to the action taken on your request via the contact information you have provided within two days. If your request is denied or you would like assistance filling out the request form you may schedule an appointment with the Lane Community College Longhouse steward for clarification or assistance. Please call 541-463-5238 to schedule such an appointment (please leave a message clearly identifying yourself or your group if you do not get an immediate response to your phone call)

Action taken on request and date of action. _____