



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES (NC DHHS) HAYWOOD GYMNASIUM FACILITY REQUEST FORM

Before making a request, please consult the department's Policy and Procedure Manual, XI-Employee Wellness, Use of Haywood Gym policy, and/or the NC DHHS Employee Wellness website for this same policy: <http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-92/man/HaywoodGym1.htm>.

REQUESTOR

FIRST NAME: _____ LAST NAME: _____

GROUP INFORMATION (please check one)

DHHS Division/Facility Other State Agency Outside Non-Profit Agency Other

GROUP NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ WEB ADDRESS: _____

PRIMARY CONTACT PERSON INFORMATION

NAME: _____

WORK: _____ CELL: _____ HOME: _____

EMAIL ADDRESS: _____

SECONDARY CONTACT PERSON INFORMATION IF PRIMARY CONTACT PERSON IS UNAVAILABLE

NAME: _____

WORK: _____ CELL: _____ HOME: _____

EMAIL ADDRESS: _____

REQUESTED USE INFORMATION

EVENT/ACTIVITY DESCRIPTION: _____

DATE(S) REQUESTED: _____

TIME(S) REQUESTED: _____

NUMBER OF PARTICIPANTS/OCCUPANCY (approximate): _____

PLEASE READ, SIGN, AND DATE

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

Signed: _____ Printed Name: _____

Department/Division: _____ Date: _____

Please scan and email this request form to the DHHS Wellness Manager. The Requestor will be notified via email regarding approval/denial of this request. If approved, the Requestor will need to pick-up an access key card from the front desk Receptionist of the Adams Building, Blair Drive, Dix Campus, between 8 a.m. and 5 p.m., the day before the event. Key cards must be returned to the Adams Building, or after hours placed in the drop box at the Dix Campus Maintenance Building behind the Gym at 805 Whiteside Drive. Please notify Central Regional Maintenance at 919-855-4740 if you return the key card via the drop box so that they can return it to the front desk Receptionist of the Adams Building.