1. What is the name of your organization?
___________________________________________________________________________________________

2. Please tell us about your organization; and how does it impact the Veteran population?
___________________________________________________________________________________________
___________________________________________________________________________________________

3. Purpose of your requested event?
___________________________________________________________________________________________
___________________________________________________________________________________________

4. Type of event?
☐ Training / Workshop
☐ Meeting
☐ Other (Please Describe) ____________________________________________________________________

5. Proposed Date(s) and time of event?
___________________________________________________________________________________________

6. Expected number of attendees?
___________________________________________________________________________________________

7. Is your event Veteran related? If so, how will it benefit the Veteran population?
___________________________________________________________________________________________

8. Have you used our facility before? If so, what kind of impact did it have on the Veteran population?
___________________________________________________________________________________________
___________________________________________________________________________________________

9. If deemed necessary, your request will be forwarded to one of our in-house partners for a collaborative effort.

10. Please provide us with your contact information:
Name: ______________________________________________________________________________________
Phone Number: ______________________________________________________________________________
Email Address: _______________________________________________________________________________

Departmental Mission Statement

We serve those who serve. The Department values the dedication and sacrifice of the military, veterans, and their families by promoting awareness of their contributions through programs that advance veterans’ services and benefits. The Department also advocates on behalf of veterans for legislation and changes in laws that enrich their quality of life.