



Christian Liberty Academy  
16-675 Milo St. Kea'au, HI 97849 (808) 966-8445

## Facility Use Request Form

\*Facility use base fee is \$50/hr.

\*Cash/check payment must be submitted with form to Lower Campus office 1 week prior to event.

**Full Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email Address:** \_\_\_\_\_

**CLA Staff Sponsor Name:** \_\_\_\_\_

**CLA Staff Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*CLA staff sponsor accepts responsibility for facility and conduct of participants during event\*

**Building(s) Requested:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Event Starting Time:** \_\_\_\_\_ **Event Finishing Time:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### CLA Administrator Use Only

Date Received w/payment: \_\_\_\_\_

Received By (Name of staff/admin): \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

Admin/Asst Name: \_\_\_\_\_ Admin/Asst Signature: \_\_\_\_\_