

# Facility Usage Application for Private Gathering

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

I am writing to formally request the use of [Facility Name] for a private gathering scheduled on [Date of Event] from [Start Time] to [End Time]. The gathering will accommodate approximately [Number of Guests] guests and will include [Brief Description of the Event (e.g., family reunion, birthday celebration)].

We are committed to adhering to all facility rules and regulations and will ensure that the space is left clean and in its original condition. Additionally, we will provide all necessary permits and documentation upon request.

Please let us know if the requested date and time are available, and if there are any fees associated with the use of the facility. We greatly appreciate your consideration of our application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]