



### Special Event Authorization Form

<b>EVENT:</b>	
<b>DATE:</b>	
<b>Person(s) In charge:</b>	
<b>Phone #:</b>	
<b>Email:</b>	
<b>Street Address:</b>	
<b>City, State, Zip-code</b>	
<b>TIME Span:</b>	
<b>AHA Site:</b>	
<b>Speakers:</b>	
<b>Strategy:</b>	
<b>Security to be used at the Event :</b>	
<b>Food served at Event:</b>	
<b>Supplies needed:</b>	
<b>Other Information:</b>	

**Completion Checklist (initial each line):**

- Forward AHA a current copy of Liability Insurance for at least \$1,000,000.
- Forward AHA a copy of the flyer that will be distributed specifying date, time, and location of the event.
- The organization is responsible for posting, copying and/or distributing flyers to the residents.
- The organization's Authorized Representative has read the Event Regulation Form (see back) and ensures the organization and its members/volunteers complies with the event requirements and understands their responsibilities.
- The organization is responsible for the set-up and clean-up of an event or activity.

<b>Authorized Representative's Signature and Title</b>	<b>Date</b>
<p><i>My signature certifies that I have read the Special Event Authorization Form and agree to comply with all of the requirements as outlined on the form and included on the Event Regulation Form.</i></p>	

Auburn Housing Authority Use Only	
<b>Requested By:</b>	
<b>Reviewed By:</b>	
<b>Approved By:</b>	
<b>AHA Staff On-Site During Event</b>	