

Application
Camp Atterbury
Umbarger Conference Center

Event Organizer's Name _____

Organization: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Please be as accurate and specific as possible in the below fields.

Description of Activity:

Group Name: _____

Total Members in (Group)? _____ Percent of Members Active in Guard? _____ Retired? _____

Purpose of Event: _____

Date of event: _____ Alternate Date: _____

Time(s) of event (start to end): _____ Estimate Attendance _____

Is your event is open to the public?

Important Information

- Applying organizations should attach a letter on organizational letterhead to include description of organization, your mission statement, reason for request and other pertinent information you deem necessary to include.
- Organizations will be contacted by Camp Atterbury DRM Office within one week of submitting application with estimate of fees associated with UCC rental.
- Additional services such as extra equipment, additional staff, and catering will be passed through at cost, regardless of organizational status.
- Do not exceed the maximum capacity IAW local fire codes; capacity with table and chairs is **177**; chairs only is **380**; the bar area capacity is **60** and the Kitchen is **6**.
- No "Sub-letting" – you will forfeit your right to receive the facility at a reduced rate in the future.
- Review Conference center rules and regulations for care and usage.

Signature: _____ Date: _____