

22 WING AUTO CLUB

PROJECT BAY RENTAL APPLICATION

Applicant:

Name: _____ Member #: _____
Phone (H/C): _____ Phone (W): _____
E-Mail Address: _____

Rental Start Date: _____ **End Date:** _____

Details of Project:

Applicant's Signature: _____ **Date:** _____

Steward: _____

FOR OFFICE USE ONLY

Executive Remarks:

Application Status: Approved Not Approved **Amount Due:** _____

AHC President: _____ **Date:** _____

Print Rank, Surname & Sign

DIRECTIONS:

1. Have the member fill out the project bay rental application including a contact telephone number and e-mail address. **Do not accept payment for the bay rental at this time.**
2. Place the completed application in the **Pending** tier of the desk file.
3. Call the Club President (extension on cork board) and leave a voicemail advising that there is a pending project bay rental application at the club. This will ensure the fastest possible turnaround.

APPROVAL PROCESS

The Club President will review the application and contact the member by phone or e-mail once it has been approved. The approved application will be photocopied and both copies will be placed in the Approved tier of the desk file.

MEMBER RETURNS

1. When the member returns, locate their application in the **Approved** tier.
2. Accept payment of the **Amount Due** as determined by the President.
3. Attach the copy of the application to the project bay door to indicate that the bay is reserved.