



# Ottawa TFC Soccer Club

Office/Bureau: 2075 Trim Road, Orléans, Ontario, K4A 3R2  
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## OTFC FACILITY REQUEST FORM

Today's Date: \_\_\_\_\_ Team Name: \_\_\_\_\_

Coach: \_\_\_\_\_ Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Request being submitted by: Coach \_\_\_\_\_ Manager \_\_\_\_\_ Tel #: \_\_\_\_\_

Type of Facility: Full Field \_\_\_\_\_ Mini Field \_\_\_\_\_ Gym \_\_\_\_\_ Meeting Room \_\_\_\_\_

If meeting room indicated, number of people attending ( \_\_\_\_\_ )

Reason for booking: Training \_\_\_\_\_ Reschedule \_\_\_\_\_ Exhibition \_\_\_\_\_ Other \_\_\_\_\_

Date of booking(s);

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location: \_\_\_\_\_

If location above is not available; Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**PLEASE NOTE** - Cost will be confirmed upon facility confirmation. Full payment must be made (cheques payable "CUSC") prior to use of facility.

Submit this form to - [facilities@ottawatfc.com](mailto:facilities@ottawatfc.com)

Office Use Only: Request Approved \_\_\_\_\_ Amount Owing \_\_\_\_\_ Payment Received (date) \_\_\_\_\_

Request Denied \_\_\_\_\_ (Reason) \_\_\_\_\_