



SESSION SCHEDULE CHECKLIST

The following checklist has been developed to assist you when preparing and submitting a **Session Schedule Form**.

- 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- 2. A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
- 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
- 4. When submitting a request to *add or delete* a session(s), *organization official and commercial lessor/non-commercial lessor* **must** sign the form approving the session(s).
- 5. List **all** dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
Circle AM or PM, Length, and Add or delete.
- 6. **Additional Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all dates, times and length of sessions for each additional location.
- 7. **Lease Agreement**
 - A. If organization is paying rent for any location, submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- 8. **When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Enter the time.
 - D. Enter the length of session: 2 hours, 4 hours or 6 hours. Session cannot exceed 6 hours.
- 9. The **second and subsequent revisions** to your license must be accompanied by a **\$25 check**, made payable to *“Office of Charitable Gaming”* and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.



Office of Charitable Gaming
 PO BOX 98502, Baton Rouge, LA 70884-9502
 (225) 925-1835 or (800) 562-9235 FAX (225) 925-7069
 www.ocg.louisiana.gov

Session Schedule

- ORIGINAL APPLICATION
- RENEWAL
- REQUEST CHANGE TO LICENSE

License Year Ending 6/30/20__
 State License Number:
 G- _____

***** Please use one form per location where games are played *****

| | | |
|--|--|---|
| Name of Organization | | Organization Fax Number (where you want the license faxed) () |
| Name of Building Where Games are Conducted | Building Phone # () | Building Fax Number () |
| Physical Address of Building (Include City & Zip Code) | Parish of Building | E-mail Address |
| Amount of rent per session: \$ _____ (Attach copy of rental or lease agreement) | <input type="checkbox"/> Check here if building is owned by organization or provided free of charge. | |

1. **Only one FAX per modification.**
2. **Change requests must be submitted no later than 5 business days in advance to guarantee approval.**
3. **Change requests not completed properly will cause a delay in receiving your license.**
4. **The second and subsequent changes to your license must be accompanied by a \$25 check, made payable to "Office of Charitable Gaming" and written on the gaming account.**
5. **This form must be signed by an organization official or Member-In-Charge and the commercial or non-commercial lessor.**
6. **For additional dates, use schedule calendar.**

| INDICATE REQUESTED CHANGE: | | | | | CHECK ONE: | |
|----------------------------|------|------|------------|--------|------------|-----|
| DAY | DATE | TIME | Circle one | LENGTH | DELETE | ADD |
| | | | AM PM | | | |
| | | | AM PM | | | |

The Office has the right to deny modification if organization is in arrears.

| | | | |
|---|-----------------------|------|-----------------------------|
| Organization Official (print) | Signature X | Date | Daytime Phone # & Area Code |
| Commercial/Non-Commercial Lessor <i>(only required on modifications)</i> | Signature X | Date | Daytime Phone # & Area Code |

| DO NOT WRITE BELOW THIS LINE | | | |
|------------------------------|-----------------------------------|---|-------------------------|
| Check Number _____ | <input type="checkbox"/> APPROVED | Due to: <input type="checkbox"/> Conflicting Times <input type="checkbox"/> No Modification Fee | |
| Invoice Number - _____ | <input type="checkbox"/> DENIED | <input type="checkbox"/> No Signature <input type="checkbox"/> Other | |
| Date Entered _____ | Approved by: _____ | | Date: _____ |
| Initials _____ | Lease Agreement: _____ | | Device Agreement: _____ |

Office of Charitable Gaming

State License # G-

| | | | |
|--------------------------------|---|--------------|-----------------------|
| Organization Name: | Signature of Organization Official Approval: <small>(Required)</small> | Date signed: | Organization Phone # |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | | |

| | |
|-------------------|--|
| Building Address: | <p>() Check if this schedule will delete all sessions previously submitted for this month.</p> <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. |
|-------------------|--|

July 2015

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|---|---|---|---|---|
| <p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p> <p><i>Holidays: July 4th – Independence Day</i></p> | | | 1 | 2 | 3 | 4 |
| | | | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | Add Delete Time: AM PM Length: | |

**If any requested session conflicts with another organization's scheduled session, yours will not be approved.
The Office has the right to deny modification if the organization is in arrears.**

| | | | | | | |
|--|--|---|--|--|--|--|
| Office of Charitable Gaming | | | | State License #G- | | |
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date signed: | Organization Phone # : | |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | Hall Contact Phone #: | |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| August 2015 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 Add Delete Time: AM PM Length: |
| 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: |
| 9 Add Delete Time: AM PM Length: | 10 Add Delete Time: AM PM Length: | 11 Add Delete Time: AM PM Length: | 12 Add Delete Time: AM PM Length: | 13 Add Delete Time: AM PM Length: | 14 Add Delete Time: AM PM Length: | 15 Add Delete Time: AM PM Length: |
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|------------------------------------|--|--|-------------------|--|
| Office of Charitable Gaming | | | State License #G- | |
|------------------------------------|--|--|-------------------|--|

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|--------------------|--|--|--|--------------|-----------------------|
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date Signed: | Organization Phone #: |
|--------------------|--|--|--|--------------|-----------------------|

| | | | | | |
|--------------------------------|--|-----------------------------------|--|--------------|-----------------------|
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date Signed: | Hall Contact Phone #: |
|--------------------------------|--|-----------------------------------|--|--------------|-----------------------|

| | | | | | |
|----------------|--|-------------------------------|--|--|--|
| Rent Amount \$ | | Fax Number / E-mail address : | | | |
|----------------|--|-------------------------------|--|--|--|

| | | | | | |
|-------------------|--|---|--|--|--|
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. | | | |
|-------------------|--|---|--|--|--|

| September 2015 | | | | | | |
|----------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |

*Holidays are listed for your information only.
There may be others not listed. Sessions may be scheduled on these days.*

Holidays: September 7th – Labor Day

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|--|--|--|--|--|--|--|
| | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: |
| 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: | 10 Add Delete Time: AM PM Length: | 11 Add Delete Time: AM PM Length: | 12 Add Delete Time: AM PM Length: |
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| 20 Add Delete Time: AM PM Length: | 21 Add Delete Time: AM PM Length: | 22 Add Delete Time: AM PM Length: | 23 Add Delete Time: AM PM Length: | 24 Add Delete Time: AM PM Length: | 25 Add Delete Time: AM PM Length: | 26 Add Delete Time: AM PM Length: |
| 27 Add Delete Time: AM PM Length: | 28 Add Delete Time: AM PM Length: | 29 Add Delete Time: AM PM Length: | 30 Add Delete Time: AM PM Length: | If any requested session conflicts with another organization's schedule, yours will not be approved. The office has the right to deny modification if organization is in arrears. | | |

| | |
|------------------------------------|-------------------|
| Office of Charitable Gaming | State License #G- |
|------------------------------------|-------------------|

| | | | |
|--------------------|--|--------------|-----------------------|
| Organization Name: | Signature of Organization Official Approval: (Required) | Date signed: | Organization Phone #: |
|--------------------|--|--------------|-----------------------|

| | | | |
|--------------------------------|-----------------------------------|--------------|-----------------------|
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
|--------------------------------|-----------------------------------|--------------|-----------------------|

| | |
|----------------|-------------------------------|
| Rent Amount \$ | Fax Number / E-mail address : |
|----------------|-------------------------------|

| | |
|-------------------|--|
| Building Address: | <p>() Check if this schedule will delete all sessions previously submitted for this month.</p> <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. |
|-------------------|--|

October 2015

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| <p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p> <p><i>Holiday: October 31st - Halloween</i></p> | | | | <p>1 Add Delete Time: AM PM Length:</p> | <p>2 Add Delete Time: AM PM Length:</p> | <p>3 Add Delete Time: AM PM Length:</p> |
| <p>4 Add Delete Time: AM PM Length:</p> | <p>5 Add Delete Time: AM PM Length:</p> | <p>6 Add Delete Time: AM PM Length:</p> | <p>7 Add Delete Time: AM PM Length:</p> | <p>8 Add Delete Time: AM PM Length:</p> | <p>9 Add Delete Time: AM PM Length:</p> | <p>10 Add Delete Time: AM PM Length:</p> |
| <p>11 Add Delete Time: AM PM Length:</p> | <p>12 Add Delete Time: AM PM Length:</p> | <p>13 Add Delete Time: AM PM Length:</p> | <p>14 Add Delete Time: AM PM Length:</p> | <p>15 Add Delete Time: AM PM Length:</p> | <p>16 Add Delete Time: AM PM Length:</p> | <p>17 Add Delete Time: AM PM Length:</p> |
| <p>18 Add Delete Time: AM PM Length:</p> | <p>19 Add Delete Time: AM PM Length:</p> | <p>20 Add Delete Time: AM PM Length:</p> | <p>21 Add Delete Time: AM PM Length:</p> | <p>22 Add Delete Time: AM PM Length:</p> | <p>23 Add Delete Time: AM PM Length:</p> | <p>24 Add Delete Time: AM PM Length:</p> |
| <p>25 Add Delete Time: AM PM Length:</p> | <p>26 Add Delete Time: AM PM Length:</p> | <p>27 Add Delete Time: AM PM Length:</p> | <p>28 Add Delete Time: AM PM Length:</p> | <p>29 Add Delete Time: AM PM Length:</p> | <p>30 Add Delete Time: AM PM Length:</p> | <p>31 Add Delete Time: AM PM Length:</p> |

**If any requested session conflicts with another organization's scheduled session, yours will not be approved.
The office has the right to deny modification if organization is in arrears.**

Office of Charitable Gaming

State License #G-

| | | | |
|--------------------------------|---|--------------|-----------------------|
| Organization Name: | Signature of Organization Official Approval: <small>(Required)</small> | Date Signed: | Organization Phone #: |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date Signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | | |

| | |
|-------------------|--|
| Building Address: | <p>() Check if this schedule will delete all sessions previously submitted for this month.</p> <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. |
|-------------------|--|

November 2015

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|---------|--|----------|--------|----------|
| Holidays: November 1 st – All Saints Day November 11 th – Veterans Day November 26 th – Thanksgiving Day | | | Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. | | | |

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|--|--|--|--|--|--|--|
| 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: |
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| 29 Add Delete Time: AM PM Length: | 30 Add Delete Time: AM PM Length: | <p>If any requested session conflicts with another organization's scheduled session, yours will not be approved.</p> <p>The office has the right to deny modification if organization is in arrears.</p> | | | | |

| | | | | | | |
|---|--|---|--|---|---|--|
| Office of Charitable Gaming | | | | State License #G- | | |
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date Signed | Organization Phone #: | |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date Signed: | Hall Contact Phone #: | |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| December 2015 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <i>Holidays: December 24th & 25th – Christmas December 31st – New Year's Eve</i> | | <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> | | | | |
| If any requested session conflicts with another organization's scheduled session, yours will not be approved. | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: |
| 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: | 10 Add Delete Time: AM PM Length: | 11 Add Delete Time: AM PM Length: | 12 Add Delete Time: AM PM Length: |
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| Office of Charitable Gaming | | | | State License #G- | | |
|---|---|---|--|--|--|--|
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date signed: | | Organization Phone #: |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | | Hall Contact Phone #: |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| January 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: January 1st – New Year's Day January 18th – MLK Jr Day | | | | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: |
| 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: |
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| Office of Charitable Gaming | | | | State License #G- | | |
|---|--|---|--|--|--|--|
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date signed: | | Organization Phone #: |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | | Hall Contact Phone #: |
| Rent Amount \$ | | Fax Number / E-mail address: | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 4. Change requests must be submitted no later than 5 (five) business days in advance. 5. Submit the entire year's schedule to avoid additional charges and/or delays. 6. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| February 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <i>Holidays: February 9th – Mardi Gras Day February 10th – Ash Wednesday February 14th – Valentine's Day</i> | | | <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> | | | |
| | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: |
| 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: | 10 Add Delete Time: AM PM Length: | 11 Add Delete Time: AM PM Length: | 12 Add Delete Time: AM PM Length: | 13 Add Delete Time: AM PM Length: |
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| Office of Charitable Gaming | | | | State License #G- | | |
|--|--|---|--|--|---|--|
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date signed: | | Organization Phone #: |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | | Hall Contact Phone #: |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <p>() Check if this schedule will delete all sessions previously submitted for this month.</p> <p>1. Change requests must be submitted no later than 5 (five) business days in advance.</p> <p>2. Submit the entire year's schedule to avoid additional charges and/or delays.</p> <p>3. Enter time and length of session and circle AM or PM and Add or Delete.</p> | | | | |
| March 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| If any requested session conflicts with another organization's scheduled session, yours will not be approved. | | | | | | |
| The office has the right to deny modification if organization is in arrears. | | | | | | |
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: |
| | | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: | 10 Add Delete Time: AM PM Length: |
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| 27 Add Delete Time: AM PM Length: | 28 Add Delete Time: AM PM Length: | 29 Add Delete Time: AM PM Length: | 30 Add Delete Time: AM PM Length: | 31 Add Delete Time: AM PM Length: | Holidays: <i>March 17th – St. Patrick's Day</i> <i>March 25th – Good Friday</i> <i>March 27th - Easter</i> | |

| Office of Charitable Gaming | | | | State License #G- | | |
|---|--|---|--|--|--|--|
| Organization Name: | | Signature of Organization Official Approval: <small>(Required)</small> | | Date signed: | | Organization Phone #: |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | | Hall Contact Phone #: |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| April 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears. | | | | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: |
| 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: | 9 Add Delete Time: AM PM Length: |
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Office of Charitable Gaming

State License #G-

| | | | |
|--------------------------------|---|--------------|-----------------------|
| Organization Name: | Signature of Organization Official Approval: <small>(Required)</small> | Date signed: | Organization Phone #: |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | | |

| | |
|-------------------|--|
| Building Address: | <p>() Check if this schedule will delete all sessions previously submitted for this month.</p> <ol style="list-style-type: none"> 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete. |
|-------------------|--|

May 2016

| | | | | | | |
|--------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|

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|---|--|
| <p><i>Holidays: May 8th – Mother’s Day</i> <i>May 30th – Memorial Day</i></p> | <p><i>Holidays are listed for your information only. There may be others not listed.</i> <i>Sessions may be scheduled on these days.</i></p> |
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|---|---|---|--|---|---|---|
| <p>1 Add Delete Time: AM PM Length:</p> | <p>2 Add Delete Time: AM PM Length:</p> | <p>3 Add Delete Time: AM PM Length:</p> | <p>4 Add Delete Time: AM PM Length:</p> | <p>5 Add Delete Time: AM PM Length:</p> | <p>6 Add Delete Time: AM PM Length:</p> | <p>7 Add Delete Time: AM PM Length:</p> |
| <p>8 Add Delete Time: AM PM Length:</p> | <p>9 Add Delete Time: AM PM Length:</p> | <p>10 Add Delete Time: AM PM Length:</p> | <p>11 Add Delete Time: AM PM Length:</p> | <p>12 Add Delete Time: AM PM Length:</p> | <p>13 Add Delete Time: AM PM Length:</p> | <p>14 Add Delete Time: AM PM Length:</p> |
| <p>15 Add Delete Time: AM PM Length:</p> | <p>16 Add Delete Time: AM PM Length:</p> | <p>17 Add Delete Time: AM PM Length:</p> | <p>18 Add Delete Time: AM PM Length:</p> | <p>19 Add Delete Time: AM PM Length:</p> | <p>20 Add Delete Time: AM PM Length:</p> | <p>21 Add Delete Time: AM PM Length:</p> |
| <p>22 Add Delete Time: AM PM Length:</p> | <p>23 Add Delete Time: AM PM Length:</p> | <p>24 Add Delete Time: AM PM Length:</p> | <p>25 Add Delete Time: AM PM Length:</p> | <p>26 Add Delete Time: AM PM Length:</p> | <p>27 Add Delete Time: AM PM Length:</p> | <p>28 Add Delete Time: AM PM Length:</p> |
| <p>29 Add Delete Time: AM PM Length:</p> | <p>30 Add Delete Time: AM PM Length:</p> | <p>31 Add Delete Time: AM PM Length:</p> | <p>If any requested session conflicts with another organization’s scheduled session, yours will not be approved.</p> <p>The office has the right to deny modification if organization is in arrears.</p> | | | |

| Office of Charitable Gaming | | | | State License #G- | | |
|--|--|---|--|--|---|--|
| Organization Name: | | Signature of Organization Official Approval: (Required) | | Date signed: | | Organization Phone #: |
| Building Where Games are Held: | | Lessor (Hall) Approval (Required) | | Date signed: | | Hall Contact Phone #: |
| Rent Amount \$ | | Fax Number / E-mail address : | | | | |
| Building Address: | | <input type="checkbox"/> Check if this schedule will delete all sessions previously submitted for this month. 7. Change requests must be submitted no later than 5 (five) business days in advance. 8. Submit the entire year's schedule to avoid additional charges and/or delays. 9. Enter time and length of session and circle AM or PM and Add or Delete. | | | | |
| June 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <i>Holidays are listed for your information only. There may be others not listed.</i> | | | | | | |
| <i>Sessions may be scheduled on these days.</i> | | | | | | |
| <i>Holiday: June 19th – Father's Day</i> | | | | | | |
| If any requested session conflicts with another organization's scheduled session, yours will not be approved. | | | 1 Add Delete Time: AM PM Length: | 2 Add Delete Time: AM PM Length: | 3 Add Delete Time: AM PM Length: | 4 Add Delete Time: AM PM Length: |
| | | | 5 Add Delete Time: AM PM Length: | 6 Add Delete Time: AM PM Length: | 7 Add Delete Time: AM PM Length: | 8 Add Delete Time: AM PM Length: |
| 12 Add Delete Time: AM PM Length: | 13 Add Delete Time: AM PM Length: | 14 Add Delete Time: AM PM Length: | 15 Add Delete Time: AM PM Length: | 16 Add Delete Time: AM PM Length: | 17 Add Delete Time: AM PM Length: | 18 Add Delete Time: AM PM Length: |
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| 26 Add Delete Time: AM PM Length: | 27 Add Delete Time: AM PM Length: | 28 Add Delete Time: AM PM Length: | 29 Add Delete Time: AM PM Length: | 30 Add Delete Time: AM PM Length: | The office has the right to deny modification if organization is in arrears. | |