Facilities Management

Ball Club Community Center
Leech Lake Reservation

Name of Group or Family’s Last Name: _____________________________________________________

Contact Person: ___________________________ Telephone # _____________________________

What will you be holding?

☐ Wake  ☐ Funeral  ☐ Memorial Dinner  ☐ Meeting  ☐ Birthday Party  ☐ Baby Shower

☐ Other ________________________________________________

Date(s) Needed: _______________________________________________________________________

(If using for Wake/Funeral you DO NOT have to answer the following questions)

Time of use: ___________________________ ☐ AM  ☐ PM  To: ___________________________ ☐ AM  ☐ PM

Equipment needed: ___________________________________________________________________

Groups or individuals making requests will be held responsible for conduct, adherence to allotted time, cleanup and any damages. Children must be supervised at all times and security must be provided for large groups of children. Individuals requesting use of the building must be at least 18 years of age. Requests are subject to adjustment and review. Reservation Business and Community Councils have priority over other areas.

Wakes and/or funerals will be given first priorities NO EXCEPTIONS!
(If there is a wake on the day you requested you would/will be automatically denied.)

By signing my name below means I do accept these conditions.

Date: ___________________________ Requester Signature: __________________________________

Not approved: ☐  Approved: ☐

Building Manager ___________________________ Date: ___________________________

Denied (Reason) ____________________________________________________________________

Other Information: ___________________________ Date confirm with BC Ctr.: __________________

Facilities Management Department
Telephone Number: (218) 335-8318  Fax Number: (218) 335-4421

Ball Club Community Center  Telephone Number: (218) 246-8210