Facilities Management

Kego Lake 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 JC: _____________

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