Facilities Management

Veteran’s Memorial Building
Leech Lake Reservation

Name of Group or Family’s Last Name: ______________________________________

Contact Person: ___________________________ Telephone #: ______________________

What are you 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.)

I am signing this knowing that I have to follow all the above.

Date: __________________________ Requester Signature: ______________________________________

Not approved: ☐ Approved: ☐

Building Manager_________________________________________ Date: __________________________

Denied (Reason) __________________________________________

Other Information: _________________________________________ Date confirm with Vets: ______________

Facilities Management Department
Telephone Number: (218) 335-8318 Fax Number: (218) 335-4421
Veterans Telephone Number: 335-7034