



# 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