FUNERAL RESERVATION FORM

FACILITIES MANAGEMENT DEPARTMENT:

IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS REGARDING ANY ISSUE, PLEASE CONTACT OUR DEPARTMENT WITH THE INFORMATION PROVIDED BELOW:

TELEPHONE NUMBER: (218)-335-8318  FAX NUMBER: (218)-335-4421

Location to be reserved: __________________________

Name of Person Reserving the building: __________________________

Telephone #: __________________________

Name of the Deceased: __________________________

Date and Time of when the Funeral will begin/end: __________________________

Any special equipment needed (besides Tables and Chairs):

________________________________________________________________________

________________________________________________________________________

Groups or Individuals making requests will be held responsible for conduct, adherence to allotted time, cleanup and any damages. Individuals requesting use of the buildings must be at least 18 years of age.

REQUESTS ARE SUBJECT TO ADJUSTMENT AND REVIEW

By signing my name below means that I do accept these conditions;