



## Facility Use Request

Name of Individual / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_ (start to end)

Purpose: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Facilities include access to restrooms and sink. Tables and chairs will be available for use however, user will be responsible for all set up and tear down. User may request use of Wi-Fi and Smart TV. Any other special equipment or cables will not be provided.

Reservation fees are to be paid a minimum of 24 hrs. prior to use. Reservation fee is \$25 for 4 hrs. and \$10 for each hour after. Facility is only available for use during normal business hours unless special permission is granted.

By signing below, I hereby release, waive, discharge, and covenant not to sue the Village of Turtle Lake, its officers, servants, agent, and employees relating to any loss, damage, injury, or death that may be sustained in the use of the Village property. Also, by signing below you are certifying that you and/or the group you represent carry liability insurance.

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Signature

Date