



Return Request to:

Village of Turtle Lake
114 Martin Avenue East
PO Box 11
Turtle Lake, WI 54889
Ph. 715-986-2241 | Fx. 715-986-4252
clerk@turtlelakewi.com

FACILITY USE REQUEST

Please read the attached Policy – Use of Building & Grounds for facility rules.

Name of Individual/Organization: _____

Address: _____

Name of Person in Charge: _____ Phone #: _____

Date(s) Requested: _____ Time: _____ (start & end)

Purpose: _____ Open to the Public? Y / N

Estimated Number of Attendees: _____

Facilities Requested: [] Municipal Chambers

Equipment Requested: [] Smart TV [] Projector [] Presentation Remote [] Internet
[] Conference Phone [] Media Cart/Cables [] Coffee/Sugar/Sweetener/Creamer/Cups

Custodian Required: [] Yes [] No

By signing below, I hereby release, waive, discharge, and covenant not to sue the Village of Turtle Lake, its officers, servants, agents, 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.

Signature _____ Date _____

Be sure to have read the Use of Building & Grounds for facility rules.

For Village of Turtle Lake Administration Use Only

[] Approved [] Denied By: _____ Date _____

Rental Fee: _____ Date Invoice Mailed: _____ Date Fee Rcvd.: _____