

Cook County Community Center Space Reservation Form

Name:

Res. Date:

Weekly This form needs to be filled out completely and all fees paid prior to the use of the building unless special arrangements have been made.
Monthly Questions may be directed to the Community Center office at (218) 387-3015
Yearly **E-mail: diane.booth@co.cook.mn.us** **<http://cccommunitycenter.com>**

Date form filled out: _____ Reservation Date for Event Requested: _____

Nature of Event: _____

Name of Organization: _____

Contact Person: _____

Home Phone: _____

Work Phone: _____

Mailing Address: _____

E-mail: _____

Starting Time: _____

This includes set up time.

Ending Time: _____

This includes clean up time.

Total Hours: _____

Approximate Number of People: _____

Space Requested: (Please check those that apply.)

Arena (500 people)
 Social Room (100 people)
 Conference Room (15 people)
 Commercial Kitchen
 4H Building (50 people)
 Other: _____

From:

To:

Cost:

Equipment Needed: (Please check all that apply)

Total Space Costs:

Items provided at No Charge:

TV/VCR

 Overhead
 Slide Projector
 Screen
 Flipchart

Tables / Chair
 Coffee pots (please bring your own coffee and cups unless prior arrangements made)
 Other:
 Xeroxing (.25 / pg)
 Custodial (\$30/ hr)

Total Xerox Costs:

Total Cust. Costs:

***All checks can be made out to: Cook County Community Center
 317 W 5th Street, Grand Marais, MN 55604*

Total Amount Due:

Receipt # _____ Date Paid: _____

Key # Checked Out:

Out: _____ Back: _____

If use of building occurs after office hours, a \$25 key deposit is required. Please make out a separate check for your key deposit.

If use includes alcohol ---- a \$100 damage deposit is required.

**** Responsibility:** *The organization supervisor, president, or person whose signature appears on this application assumes full responsibility for building equipment and facilities. They agree to the regulations as given and are responsible for cleaning up after the event. Charges may apply if we have to clean up after you.*

****Signed:**

Application approved by:

If alcohol is to be used in the building a \$300,000 rider on your homeowner's policy must be taken out and a copy of this submitted to the office at least 2 weeks prior to your event. No alcohol sales / no alcohol outside of building on grounds.

County Attorney's Sign Off on Insurance Policy:

