

# CITY OF ESCANABA RECREATION DEPARTMENT

## Application for Use of Civic Center Facilities

Effective: September 1, 2018 through August 31, 2019

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Room/Facility Requested: Room 121 Room 114 Main Room Senior Activity Room  
(circle one)  
Kitchen Gym Gameroom Range Club Room

Date of Program or Meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Special Equipment/Furniture/Set-up Needed: \_\_\_\_\_

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1. Complete necessary information and return with fee payment to:

**ESCANABA RECREATION DEPARTMENT  
ATTN: CC RESERVATIONS  
P. O. BOX 948  
ESCANABA, MI 49829-0948  
Fax: (906) 789-3798 Phone: (906) 786-4141**

2. See payment schedule on back.
3. Adult supervision required for youth functions.
4. Gym & Gameroom activities reserved for students in grades 4th & up.
5. The Civic Center is a non-smoking campus. No smoking anywhere on the premises.
6. Questions? Call the Recreation Department at 786-4141 (M-F, 9:30 am - 4:00 pm)

It is understood that persons and/or organizations utilizing Civic Center meeting room facilities are familiar with the Reservation Policy which outlines reservation fees and participant's responsibilities.  
(copies of the policy are available upon request)

**THE CITY OF ESCANABA AND/OR ITS AGENTS WILL NOT BE RESPONSIBLE FOR INJURIES OR LOSSES SUFFERED AS A RESULT OF THE PROGRAM DESCRIBED ABOVE.**

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Amt. received: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Rec. By: \_\_\_\_\_ Date: \_\_\_\_\_

Set-up/inspection Attendant Initials: \_\_\_\_\_ Clean-up/inspection Attendant Initials: \_\_\_\_\_

Comments: \_\_\_\_\_

# CIVIC CENTER RESERVATION FEES

(Fees Revised 8/18/11)

<u>Room</u>	<u>Reservation Fee</u>
Meeting Room 114/Club	\$15.00 p/hour/resident \$20 p/hour/non-resident
Main Meeting Room (carpeted)	\$20.00 p/hour/resident \$25 p/hour/non-resident
Senior Activity Room (after 4:00 p.m. M-F)	\$15.00 p/hour/resident \$20 p/hour/non-resident
Meeting Room 121	\$15.00 p/hour/resident \$20 p/hour/non-resident
Kitchen	\$5.00 p/2 hours
Pistol/Archery Range	\$20.00 p/hour
Game Room	\$20.00 p/hour
Gym	\$40.00 p/hour/resident \$50 p/hour/non-resident
Gym ½ Court	\$25.00 p/hour/resident \$30 p/hour/non-resident
Failure to Cancel *	base rate x number of hours reserved

\* 48 Hour Notice required to cancel reservation

→ Please make all checks payable to: **CITY OF ESCANABA**

→ City Hall meeting rooms reserved only for City Government functions, Library meetings and other special functions. Community groups and private organizations may reserve meeting facilities at the Civic Center.