

CITY OF ESCANABA RECREATION DEPARTMENT

Application for Use of Civic Center Facilities

Effective: September 1, 2015 through August 31, 2016

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: _____

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.

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.