



APPLICATION FOR SHERBURNE HISTORY CENTER FACILITY USE

Applications are to be submitted to Sherburne History Center, 10775 27th Avenue SE, Becker, MN 55308 at least 14 calendar days prior to the first date requested in order to allow processing time. Some requests may require additional time for review. *If making application as a non-profit group, please supply proof of status with application. Please make checks payable to the Sherburne History Center.*

PLEASE COMPLETE THE FOLLOWING

Renter/Organization

Name _____

Address _____

Street City State Zip

Organization Contact Name, if applicable _____

Phone _____ Work Phone _____ Fax _____

Activity _____ Email Address _____

Date(s) of Activity _____ Number of People Expected _____

Start Time (including set up) _____ End Time (including take down and clean up) _____

ITEMS NEEDED FOR RENTAL—PLEASE COMPLETE WITH FACILITY COORDINATOR

Chairs	Table (30" x 8')
Lectern	Insurance Policy
Extension Cord(s)	Projector Screen
Coffee Pots	Alarm System

By signing this application, I acknowledge receipt of and agree to follow the Sherburne History Center Facility Use Policy. I understand that a portion or all of my deposit may not be returned if these policies are not followed. I authorize the Sherburne History Center and/or Sherburne County to file a claim against my insurance company if the deposit I have given does not cover any damages or cleaning needs required from my use of this facility. I understand I will be the first one in the building and the last one to leave from my group and I must be present during the entire event.

Signature _____ Date _____

FOR OFFICE USE ONLY

Date and Time Received	Copy of Certificate of Insurance Policy Received
Fees Paid	Proof of 501(c)3 Status
Deposit	

10/08