

SherburneHistory center

Sherburne County Department and/or County Department Sponsored Organizations Facility Use Application Form

This application is to be used ONLY by county programs. 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. **If you have not received an email confirmation of use of the meeting room within 4-5 business days, call or re-send your application. The room is not reserved until confirmation is received from SHC.**

PLEASE COMPLETE THE FOLLOWING INFORMATION

Sherburne County Departments and/or County Department Sponsored Organizations

County Dept./County Sponsored Organization Name:	Email:
Telephone Number:	Fax Number:
Event:	County Contact Person:

Meeting Information:

Date Needed:	Event Start Time:
Number of People Expected:	Event Stop Time:
Notes:	

County Department/County Sponsored Organization Responsibilities

- Set up and take down of meeting room (leaving room in the condition found – if mishaps or spills happen please contact maintenance directly for proper cleanup 763-765-3141)
- Entry and exit of guests upon arrival and departure (if prior or opening or after closing of facility)
- Acquiring key access and security codes as needed for early/after hour access to building (contact maintenance directly at 763-765-3141)
- Providing all presentation material, equipment, and meeting supplies.
- If using the kitchen equipment, cleaning and turning off the equipment.

Note: Attached to the meeting room is a kitchen with a Bunn coffee maker. Your County Dept./Sponsored Organization may use the coffee maker, Sherburne County needs to supply the coffee and cups. The Bunn coffee maker takes approximately 15 minutes to warm up to brew the coffee. All other supplies will need to be provided by the County Department/County Sponsored Organization.

Sherburne History Center Public Hours: Sunday & Monday – closed, Tuesday-Friday 10am-5pm, Saturday 9am-4pm

Sherburne History Center Responsibilities

- The staff at the History Center will place your reserved date on the calendar and email a confirmation of use of the meeting room to secure the date during the times requested.

County Department/County Sponsored Organization Agreement

By signing this application, I acknowledge receipt of and agree to follow the Sherburne History Center Facility Use Policy (copy attached). I understand the County Department/County Sponsored Organization Responsibilities. I understand I will be the first one in the building and the last one to leave from my group and that I must be present during the entire event. Upon departure I will return the meeting room back to the condition it was presented.

Signature:	Date:
Printed Name:	

Contact Information: SCHS (763)262-4433 Fax: (763) 261-4437 or email sgadbaw@sherburnehistorycenter.org