

# 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 the 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.*

**Please review the contents below for full detail on use of the meeting room facility.**

### PLEASE COMPLETE THE FOLLOWING INFORMATION

#### Sherburne County Departments and/or County Department Sponsored Organizations

County Dept./County Sponsored Organization Name:	Address:	
City:	State:	Zip Code:
Telephone Number:	Fax Number:	
Email Address:	Event:	
County Contact Person:	Date Requested:	

#### Meeting Information

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

#### County Department/County Sponsored Organization Responsibilities

- Set up and take down of meeting room. ( Leaving the room in the condition found—if mishaps or spills happen please contact Maintenance directly for proper clean up.) (763) 241-2949
- Entry and exit of guests upon arrival and departure. (If prior to 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) 241-2949)
- 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 full kitchen with a Bunn Coffee maker. Your County Dept./Sponsored Organization may use the coffee maker, but need to supply the coffee and cups. The Bunn Coffee maker takes approx. 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:

Monday—Closed \* Tuesday 10AM to 5PM \* Wed.-Friday 10AM to 5PM \* Saturday 10AM to 4PM

#### Sherburne History Center Responsibilities

The staff at the History Center will place your reserved date on the event calendar for securing the day and times requested.

#### County Department/County Sponsored Organization Agreement

By signing this application, I acknowledge receipt of and agree to following the Sherburne County Building Use (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 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) 261-4433 Fax: (763) 261-4437 or email lthein@izoom.net**