

CITY OF ESCANABA RECREATION DEPARTMENT
Application for Use of Civic Center Facilities

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 payment to:

ESCANABA RECREATION DEPARTMENT
P. O. BOX 948
ESCANABA, MI 49829-0948

Checks written to: City of Escanaba

2. See payment schedule on back.
3. Adult supervision required for youth functions.
4. Gym & Gameroom activities reserved for students in grades 4th – 12th.
5. No smoking allowed at the Civic Center.
6. If you have questions, call the Recreation Department at 786-4141.

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.

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.

Amount received: _____ Cash/Check #: _____ Rec. By: _____
Date: _____

Set-up/inspection Attendant Initials: _____
Clean-up/inspection Attendant Initials: _____

Comments: _____

CIVIC CENTER RESERVATION FEES

(Fees Revised 07/01/23)

<u>Room</u>	<u>Reservation Fee</u>
Club Room	\$20.00/hour/resident \$25/hour/non-resident
Main Meeting Room	\$25.00/hour/resident \$30/hour/non-resident
Senior Activity Room (after 4:00 p.m. M-F)	\$20.00/hour/resident \$25/hour/non-resident
Meeting Room 121	\$20.00/hour/resident \$25/hour/non-resident
Kitchen	\$10.00/2 hours
Pistol/Archery Range	\$20.00/hour
Gym	\$40.00/hour/resident \$50hour/non-resident
Gym ½ Court	\$25.00hour/resident \$30hour/non-resident
Failure to Cancel *	base rate x number of hours reserved

* 48 Hour Notice required to cancel reservation