

FUNERAL RESERVATION FORM

FACILITIES MANAGEMENT DEPARTMENT:

IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS REGARDING ANY ISSUE.
PLEASE CONTACT OUR DEPARTMENT WITH THE INFORMATION PROVIDED BELOW:

TELEPHONE NUMBER: (218)-335-8318

FAX NUMBER: (218)-335-4421

Location to be reserved: _____

Name of Person Reserving the building: _____

Telephone #: _____

Name of the Deceased: _____

Date and Time of when the Funeral will begin/end: _____

Any special equipment needed (besides Tables and Chairs):

Groups or Individuals making requests will be held responsible for conduct, adherence to allotted time, cleanup and any damages. Individuals requesting use of the buildings must be at least 18 years of age.

REQUESTS ARE SUBJECT TO ADJUSTMENT AND REVIEW

By signing my name below means that I do accept these conditions;
