

**VILLAGE OF SURING  
REQUEST FOR USE OF LEARNING CENTER/MEETING ROOMS**

Legible Printing Required!

Name of Event:

Date Room Reserved:

Number of Participants Expected:

Will food or beverages be served? \_\_\_\_\_ If yes, please described:

Name of Individual or Sponsoring Organization:

Street and Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person:

Day Phone (required): \_\_\_\_\_ Evening Phone: \_\_\_\_\_

I (we) have received a copy of the Village's policy resolution regarding the use of their public meeting rooms.

I (we) understand that the use of the public meeting rooms of Village of Suring is subject to availability, use priorities and fees established by the Village of Suring and that the Village has a limited number of chairs, tables and equipment as outlined in their policy. Any other items needed to hold an event will be supplied by the user. I (we) further understand that the use of the facility is dependent upon the compliance of the members of my group with standards of good and appropriate conduct and the rules established by the Village; that vandalism and damage to village property will be recovered through any and all available means; that my organization has responsibility for returning the facility in the same condition it was received; and that by signing below, I accept responsibility for insuring the policies and conditions for use of the facility are complied with.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ For municipal use only \_\_\_\_\_

Date Received: \_\_\_\_\_

Use of meeting room authorized by: \_\_\_\_\_

Amount of Fee Paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

Received by: \_\_\_\_\_

Inspected after event by: \_\_\_\_\_ Date: \_\_\_\_\_

Condition: \_\_\_\_\_