



**White Bear Lake Area Schools**  
**Community Services and Recreation Department**  
 4855 Bloom Avenue, White Bear Lake, MN 55110  
 (651) 407-7503 (telephone)  
 (651) 407-7502 (fax)



## FACILITY RESERVATION REQUEST FORM

*Please complete entire form*

Contact Name \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Evening telephone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Activity \_\_\_\_\_ Number Attending \_\_\_\_\_

Site Requested \_\_\_\_\_ Room # \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ a.m./p.m. End Time \_\_\_\_\_ a.m./p.m.

Additional Information \_\_\_\_\_

---



---



---

***Please Note:***

- Requests should be made at least one week prior to activity date.
- Please allow 2 business days for processing and confirmation.
- Facility permits are mailed to the contact person unless otherwise notified.
- Failure to provide all of the above information may delay your request.

When you receive your permit, please read it over carefully. If a date is missing in sequence, the facility is unavailable. In addition, a complimentary facility may have been used in place of the requested facility due to scheduling conflicts. Only facilities, dates and times listed on the permit are confirmed dates!

<b>For office use only</b>	
Request Made:	Date _____ Time _____
Retrieved:	Date _____ Time _____