



2872 Mission Drive, Shelbyville, MI 49344 | {p} 269.397.1780 | [gunlaketribe-nsn.gov](http://gunlaketribe-nsn.gov)

**LUELLA COLLINS COMMUNITY CENTER  
RESERVATION REQUEST APPLICATION**

THIS SECTION IS TO BE COMPLETED BY THE EVENT'S LEAD CONTACT:

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Applicants Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Applicant DOB: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected Number of Guests: \_\_\_\_\_

Time Requested (Start-Finish): \_\_\_\_\_

What areas will you be using? (Mark all that apply)

Upper Level:

- Great Room
- Multipurpose Room
- Basketball Hoop
- Volleyball Net
- Fireplace
- Kitchen (if using kitchen, what will you be using?) \_\_\_\_\_

Lower Level:

- Crafting Room
- Meeting Room #1
- Meeting Room #2

Will you need instruction on how to use any of the above? YES or NO

Applicant's Signature: \_\_\_\_\_



2872 Mission Drive, Shelbyville, MI 49344 | {p} 269.397.1780 | [gunlaketribe-nsn.gov](http://gunlaketribe-nsn.gov)

**THIS SECTION IS TO BE COMPLETED BY THE APPROVING OFFICIAL:**

Has the reservation been approved or denied? \_\_\_\_\_

Has the Lead Contact received copies of the LCCC Usage Policies? YES or NO

Has the Lead Contact signed and returned the Lease Agreement to the approving official? YES or NO

Deposit Received: YES or NO Date Received: \_\_\_\_\_

What rental has been agreed upon? \_\_\_\_\_

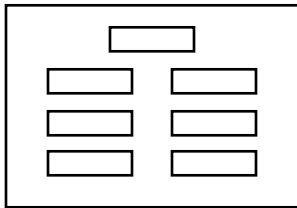
Explanation of decision: \_\_\_\_\_

\_\_\_\_\_

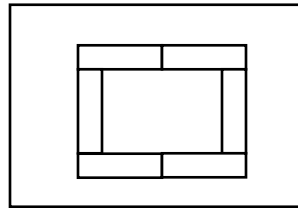


Please choose which room set-up you would like. The room set-ups shown below may be adjusted to fit the size of your group.

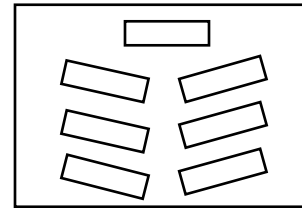
Classroom



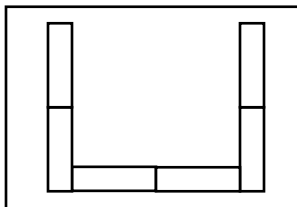
Conference



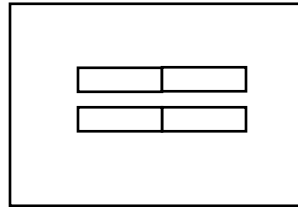
Chevron



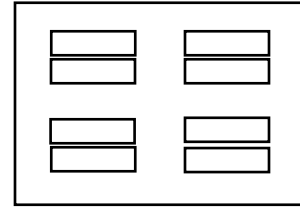
U-Shape



Board Room



Banquet



Design Your Own Layout

