



2848 Mno Bmadzewen Drive, Shelbyville, MI 49344 | {p} 269.397.1650 | 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: _____

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

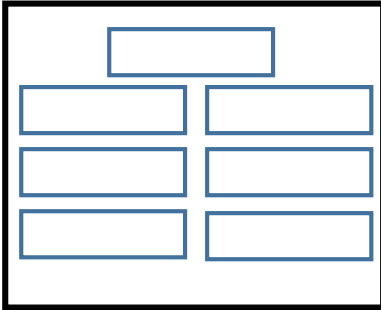
Deposit Received: YES or NO Date Received: _____

What rental has been agreed upon? _____

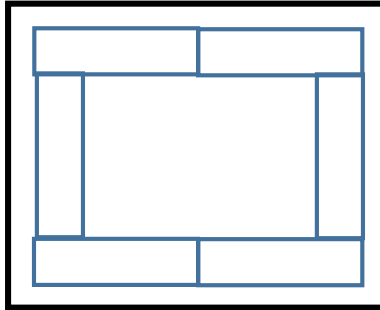
Explanation of decision: _____

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.

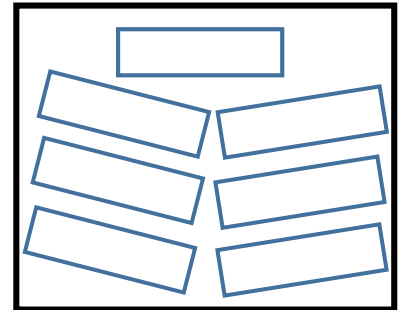
CLASSROOM



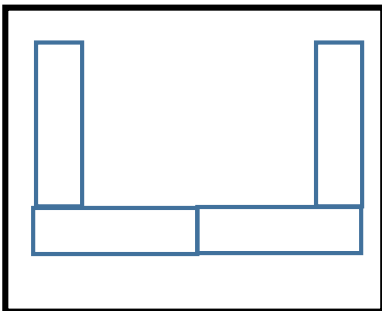
CONFERENCE



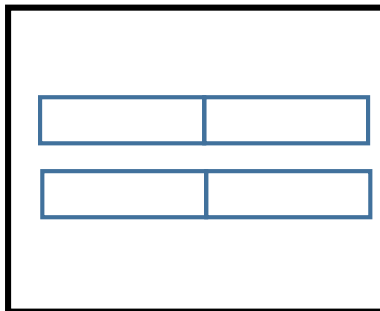
CHEVRON



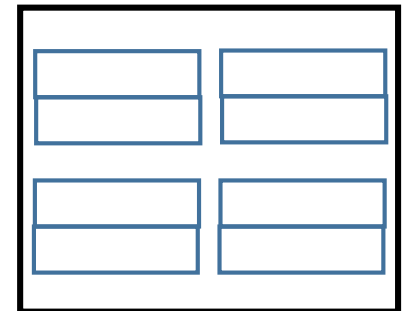
U-SHAPE



BOARD ROOM



BANQUET



DESIGN YOUR OWN LAYOUT

