Logo, company name

Description automatically generatedLogo, company name

Description automatically generated**Central Minnesota Council, Scouting America**

**1911 Scout Drive, Sartell, MN 56377**

**(320) 251-3930**

Request for use of Scout Office Facility

*(Please sign and return a copy to the Scout office at least thirty days prior to date requested)*

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Requested: \_\_ \_\_\_ \_\_\_\_\_\_\_\_\_

Room(s) Requested:  Large Community Room  Medium Conference Room

Expected Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State the general purpose of meeting and brief description of program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Large Community Room *(dimensions 40’ x 58’ – 2300 sq feet) - 150 available chairs, accommodates 148 dinner seating)*

1-3 hours 3+ hours

Half Room (recommended for 1-40 people) $100  $175

Full Room (recommended for 45+ people) $150  $250

Sub Total $ \_\_\_\_\_\_\_\_\_\_\_

Medium Conference Room - $50 alone, however, no charge if renting large community room **$** \_\_\_\_\_\_\_\_\_\_\_

Type of Tables:

60” Round tables #\_\_\_\_\_\_\_\_\_\_\_\_\_ *(13 available)*

6 Foot tables #\_\_\_\_\_\_\_\_\_\_\_\_\_ *(6 available)*

8 Foot tables # \_\_\_\_\_\_\_\_\_\_\_\_\_ *(13 available)*

* Rentor is responsible for setting up of tables and chairs

AV Equipment Requested:

Power Point Projector @ $50 $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Easel & Pad @ $15 $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Copies @ $.10/each $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Sub Total: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Remitted: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand that if there is any damage to the carpet there will be a minimum of $50 charge for cleaning and/or replacement. (No Red/Purple or Orange Kool-Aid allowed in Community Room.)**

**Please return with a check payable to CMC/BSA or to pay via credit card call 320.251.3930.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Room – Available for Rent**

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* 72 parking spaces
* Easily accessible off of Pinecone Rd.
* Large spacious lobby with close by restroom facilities

A picture containing indoor, ceiling, building, furniture

Description automatically generatedA room with a table and chairs

Description automatically generated with low confidenceA room with tables and chairs

Description automatically generated with medium confidenceA picture containing indoor, ceiling, lined, line

Description automatically generated