



111 10th Street • P.O. Box 1513
Frankfort, MI 49635
231.352.4151 • clac@coslink.net

BUILDING USE APPLICATION

Name of Group: _____

Applying Individual: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Date/Times Building Requested: _____

Purpose of the Event: _____

Estimated Number of People Attending: _____

Board/Staff Member or Designee who will be present: _____

Fees:

_____ \$50 Security Deposit

_____ \$50 Building Use Fee

_____ Other Fees (e.g., Maintenance Fee)

_____ TOTAL

Notes: _____

I have read and will follow the policies for use of the Crystal Lake Art Center building. I also understand that I will be held responsible for any damages to the building or equipment.

Responsible Party _____ Date _____

The above party has met with the CLAC Director and completed this application form and has reserved the space with the \$50.00 security deposit, check # _____.

Director _____ Date: _____

Checks are to be made payable to the Crystal Lake Art Center.

Return completed forms with security deposit to the Crystal Lake Art Center, 111 10th Street.