City of Ferris
Scout House Reservation Application

Today's Date _____Reservation Date Requested: _____

Reservation Times: Start: _____❑a.m. ❑p.m. End: _____❑a.m. ❑p.m.

❑ Children's Party ❑ Party ❑ Company Picnic ❑ Meeting ❑ Reception ❑ Other

Total number of guests: _____

Do you plan on using decorations? Please describe: _____

_____

Facility Reserved by:

❑ Ferris Resident ❑ Ferris Business ❑Non-Resident

Name _____ Email _____

Address _____ Home/Work Phone # _____

City _____ Fax # _____

How to be reached the day of the event: _____

I have read the *City of Ferris Scout House Reservation Rules and Regulations* and agree to abide by all of the conditions. I, the undersigned, will be held responsible for damages and adherence to regulations. I understand that all fees must be included with this form in order to confirm the date and time desired.

_____ _____ _____

Signature of Applicant Print name Date

The City of Ferris has received fees and deposits to reserve the above-mentioned space on the stated day and time.

_____ $_____ + $_____ + $_____ = $_____

Staff signature Deposit Cleaning Reservation Total

Receipt Number _____ Date_____

Revised 11.04.14