



Aurora Center for the Arts
PO Box 73 ~ 403 North Foss Avenue ~ Fosston, MN56542

Sorenson Gallery & Multi-Purpose Room Reservation Request

Please fill in the following information completely.

1. Date(s) of Event: _____
2. Nature of Event (i.e., meeting, lecture, benefit...)
3. Event Start Time(s): _____
Event End Times(s): _____
4. Use of Kitchenette: _____ Yes _____ No

RENTAL: \$25.00 x (# of days/events) Due prior to event setup.

TOTAL FEES DUE: \$ _____

Renter Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

By signing this document, you have agreed to the terms of policies listed on the back of this contract. Reservation is not confirmed until this request is approved.

Signature of Renter: _____ Date: _____

Signature for Aurora: _____ Date: _____

Thank you for utilizing our Sorenson Gallery/Multi-Purpose Room

At the end of your event, please follow the steps following to ensure the space is ready for the next group or event:

_____ Return tables and chairs to original arrangement.

_____ Wipe tables and chairs, if necessary, with damp cloth.

If kitchenette was utilized, please return the area to a clean & tidy condition:

_____ Wash, dry & return utensils to appropriate cupboards/drawers

_____ If gallery coffee maker was used, please dispose of used filter & coffee grounds

_____ Wipe counters and sink

_____ Take out any leftover food & supplies brought in.

Additional cleanup tasks:

_____ Bag and remove all garbage (may be placed in large trash can in utility room)

_____ Vacuum floor (Vacuum cleaner is stored in utility room; return when finished)

IF ROOM WAS USED OUTSIDE OF LIBRARY HOURS:

_____ Turn off lights

_____ Lock gallery doors

_____ Ensure that outside doors are locked

Your Aurora Center for the Arts contract will provide you with a phone number to call in case of any questions or issues.

