



WHITE EARTH TRIBAL & COMMUNITY COLLEGE
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 Facility Use Request Form

*Please note that your Facility Use Request will go through a approval process and we will take the request into consideration. We will be in contact with the responsible person for any additional fees/expenses that would pertain to the event.

Today's Date _____ Person completing Request Form: _____

Purpose/Event: _____

Event Start Time: (example : 4/14/2023 2:06 pm) Date: _____ Time: _____

Event End Time: (example : 4/14/2023 2:06 pm) Date: _____ Time: _____

Projected attendance: _____

Equipment/Technology Requested: _____

Food Services Requested: _____

Additional Requests/Needs: _____

Staff: _____

The group or individual making the request will be held responsible for good conduct, adherence to allotted time, clean and any damage done to premises. WETCC will not be held responsible for equipment/material damage or loss.

Please email or fax completed form to:

facility.request@wetcc.edu

FAX: 218-936-5814

White Earth Tribal & Community College

PO Box 478 Mahnomen, MN 56557

For any questions, please call:

Main Number 218-935-0417

 Print name of responsible person

 Signature

 Organization

 Address

 Email Address

 Daytime phone

 Evening phone

By signing below, I indicate I agree with the terms outlined in the WETCC Facility Use Policy.

Signature of contact person(s) _____ If approved, you will receive email confirmation of your Facility Use reservation. After your event, please go to www.wetcc.edu, click on 'Post-Event Survey' link on the homepage and complete the brief questionnaire. We appreciate your feedback! Thank you.

**PO Box 478
 Mahnomen MN 56557**

www.wetcc.edu

**Phone 218-935-0417
 Fax 218-936-5736**