



**GLADSTONE DDA**  
*Application for Use of DDA Building Facilities*  
*Effective: February 10, 2016 through February 10, 2017*

Date of Application: \_\_\_\_\_  
 Name of Organization & Contact Person: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Room/Facility Requested: **Kitchen    Main Room    Boardroom/Meetingroom**  
 (circle all that apply)

Date of Program or Meeting: \_\_\_\_\_

Start and End Time: \_\_\_\_\_ Request for: **Full Day    Half Day    Hourly**  
 (please circle )

Are you a DDA Business owner? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, Business Name & Address: \_\_\_\_\_  
 \_\_\_\_\_

Special Equipment/Furniture/Set-up Needed: \_\_\_\_\_

**Reservation fees:**

Room Reservation Fee for Gladstone DDA building facilities  
 Daily: \$100.00 (8 hours Maximum)  
 Half Day: \$60.00 (4 hours Maximum)  
 Hourly: \$30.00

\* 48 Hour notice required to cancel a reservation

Please make all checks payable to: **CITY OF GLADSTONE**

Complete necessary information and return with fee payment and \$50.00 refundable deposit to:

City of Gladstone  
 ATTN: DDA Building Reservations  
 1100 Delta Avenue  
 PO Box 32  
 Gladstone, MI 49837

Please make all checks payable to: **CITY OF GLADSTONE**

\*\*\*\* Questions? Call Amber at 906-420-8499 or 906-280-5169 or by email at ahanson@gladstonemi.org. It is understood that persons and/or organizations utilizing City of Gladstone DDA Building facilities are familiar with the Reservation Policy which outlines reservation fees and participant's responsibilities.

**THE CITY OF GLADSTONE AND/OR ITS AGENTS WILL NOT BE RESPONSIBLE FOR INJURIES OR LOSSES SUFFERED AS A RESULT OF THE PROGRAM DESCRIBED ABOVE.**

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Amt. received: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Rec. By: \_\_\_\_\_ Date: \_\_\_\_\_

Set-up/inspection Attendant Initials: \_\_\_\_\_ Clean-up/inspection Attendant Initials: \_\_\_\_\_

Comments: \_\_\_\_\_