

Long Lake Property Reservation Request Form

Reserved by: _____ Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: (home) _____ (work) _____ (cell) _____

Date reserved:

• Day: _____ Date: _____ Time: _____ am/pm

Key Return:

• Day: _____ Date: _____ Time: _____ am/pm

Use of Property:

- Day use only
- No overnight accommodations permitted
- Property usage limited to Concordia College employee and immediate family only
- Users must return gate key by the agreed upon time
- User is responsible for any damage to the property while using property
- Vehicles are not permitted to drive on the grass
- No all terrain vehicles allowed
- Property should be in same condition as when user arrived

Property amenities:

- The property has a porta potty, picnic shelter and dock
- User may access property in two ways:
 - o By boat from public access
 - o By road – Reference site plan on Facilities Management website

Process for Property Usage:

- Contact Facilities Management Office at 299-3362 to check availability
- Print out and complete Long Lake Property Reservation Form from Facilities Management webpage
- Submit form to Facilities Management Office
- Gate key may be picked up at Facilities Management Office
- All garbage must be disposed of by user
- Users are not charged a user fee but are responsible for site cleanup

By signing this reservation form, I agree to the specified usage policy listed above and agree to policies.

Signature of User: _____ Date: _____

Signature of Facilities Management Employee: _____ Date: _____