



320 East Main | Zeeland, MI 49464 | Direct: 616.748.3230 | Fax: 616.748.3234  
Office Hours: Monday-Thursday 8:00am-4:30pm, Friday 8:00am-4:00pm

### **Facility Rental Application**

Please complete the following application as completely as possible and return to Zeeland Recreation, Attn: Brett Geertsma. The form can be scanned and emailed to [bgeertsm@zps.org](mailto:bgeertsm@zps.org) or dropped off at the Zeeland Recreation office at 320 E Main, Zeeland. All requests are processed on a first come, first serve basis and we ask that you allow a minimum of two weeks prior to your event start date in order to process your request. All applicants will be advised as to the status of their request.

**Date:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_  **Not for Profit**  
 **For Profit**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Event Start Date:** Due to the high number of requests received and especially if you are requesting a reoccurring rental (e.g. youth practices), please list your preferred start date and a second choice.

\_\_\_\_\_

**Event End Date:** \_\_\_\_\_

**Event Time (start/end):** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Special Requests/Notes:** \_\_\_\_\_

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