Cape Girardeau County Extension and Educational Center
Jackson, Mo.

Date of use _____________________________ Time (from/to) ______________________________

☐ Lower Level Meeting Room

**Wedding/anniversary receptions**

☐ Saturday/holiday use (room available AFTER 4 p.m. on Friday for decorating) $300.00
☐ Friday (after noon to decorate for the Saturday event) $  75.00
☐ Room deposit (Refundable) $100.00

**Showers and other events**

☐ Saturday/Sunday/holiday use (up to 5 hours) $125.00
☐ Room deposit (Refundable) $  75.00

☐ Upper Level Meeting Room

☐ Saturday/Sunday/holiday use (up to 5 hours) $100.00
☐ Room deposit (Refundable) $  75.00

Contact person ______________________________________ Phone (Day) _________________
Address ____________________________________________ Phone (Night) _________________

How did you find out about our facilities? ___________________________________________________
____________________________________________________________________________________

I agree that (1) no alcoholic beverages will be brought onto the premises or served; (2) no controlled substances will be used on any of the premises; and (3) no tobacco products will be used inside any of the premises (tobacco products used outside are also strongly discouraged).

_________________________________________ Signature of individual making reservation

_________ Date

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Fee information

☐ Rental fee paid $ __________________ Date paid ______________
☐ Room deposit paid $ ___________ Date paid ______________

Key checkout

Checked out key number:  2  3  4  5 Date key returned ____________ Received by ______________

Scheduled by _______________________________ Date ____________________________

Office Use Only

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