



Extension - LaPorte County

Fairgrounds Reservation Form

Contact Person

Name _____
Phone _____
Email _____

Event/Meeting

Event/Meeting Name _____

Date(s)

(if it is a series of meetings,
please list all dates)

Time In _____ Time Out _____

Building _____

Chairs _____ # Tables _____

Other Info. _____

Once meeting location is confirmed, you will be contacted to make arrangements to pick up building key. All buildings are to be left as they are found, check restrooms, all lights off, make sure all doors are locked and place all trash in containers. Return key to Extension Office night drop box when finished.