



PROCEDURE FOR 90-DAY LODGE EVENT REQUEST

APPLICANT:

1. Obtain form from lodge office, Trolls' Den, or www.PoulsboSonsOfNorway.com ("Facility Rentals")
2. Complete all applicable lines of the form
3. Turn completed form into the Office Manager

LODGE STAFF AND BOARD:

4. Office Manager logs in the request form with: date logged in, description, contact information
5. Submit the logged-in form to the lodge President
6. President reviews request form to ensure all applicable lines completed
7. President submits form to Trolls' Den Advisory Committee for review, if appropriate
8. President submits the request form at the next Board meeting. (If time sensitive, the request can be submitted to the Board via email.)
9. Board reviews and, if appropriate, approves the request
10. If there are Board concerns/questions, President has Office Manager return form to requestor
11. Once approved by the Board, President signs and dates the form
12. Day after approved, President returns form to Office Manager for any action required by lodge personnel
13. Within 24 hours of receipt of approved form, Office Manager contacts requestor to indicate approval of event