

**RIECHMANN PAVILION
Request Tour of Facility**

****You will receive a phone call to confirm the date & time of your tour.****

The following individual has requested a tour of the above facility:

Today's Date: _____

Name: _____

1st Choice Date & Time Requested: _____

2nd Choice Date & Time Requested: _____

Please note tours are given Monday through Friday.

Day Contact Number: _____ **Cell / 2nd Contact Number:** _____

Email: _____

Do you have an existing reservation? YES _____ **Date** _____ **NO** _____

Comments:

Please contact Cassie at 573-874-6341 or Courtney at 573-874-7636 if you have questions regarding the tour.

All questions concerning Pavilion rental should be directed to the Parks & Recreation office at 874-7460 during business hours.

Parks & Recreation Staff Member Assigned: _____

Tour completed by: _____ **Date/Time:** _____