**Community Center Rental Application, LMC Model Form**

*League staff thoughtfully develops models for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the* [*Parks and Recreation Loss Control Guide*](https://www.lmc.org/resources/park-and-recreation-loss-control-guide/).

**City of \_\_\_\_\_\_\_, Minnesota**

**Community Center Rental Application**

Submit this Application to the City Clerk at least \_\_\_\_\_\_\_ days prior to the event.

Please complete all items below. Incomplete applications will not be processed.

**DATE AND TIME OF RENTAL**

Day of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Hours: \_\_\_\_\_\_\_\_ [am][pm] to \_\_\_\_\_\_\_\_\_ [am][pm

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Hours: \_\_\_\_\_\_\_\_\_ [am][pm] to \_\_\_\_\_\_\_\_\_ [am][pm]

NOTE: “Rental Hours” must include time needed for set up and clean up.

**INDIVIDUAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION/COMPANY INFORMATION**

Name of Organization/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT INFORMATION**

Describe event and activities including any entertainment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated attendance: \_\_\_\_\_\_\_\_ Estimated number of minors attending: \_\_\_\_\_\_\_\_\_\_

Is use of kitchen requested? YES NO Will food be served? YES NO

Will alcohol be served? YES NO Will alcohol be sold? YES NO

**APPLICANT MUST COMPLY WITH ALL ALCOHOL LICENSING REQUIREMENTS**

A security deposit of $\_\_\_\_\_\_\_ must accompany this application for events without alcohol. A security deposit of $\_\_\_\_\_\_\_ is required if alcohol will be served or sold. The security deposit may be paid by cask or check. Checks should be made out to the “City of \_\_\_\_\_\_\_.” If the check is dishonored, your event will be cancelled by the City. See the Community Center Rules and Regulations for more information concerning the security deposit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

|  |
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| **FOR CITY USE ONLY**Security deposit received: $\_\_\_\_\_\_\_\_\_\_ Application Approved YES NOSecurity deposit returned: $\_\_\_\_\_\_\_\_\_\_ Date Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |