



Application and Permit for Use of City of Coon Rapids Facilities

Name of Organization (if applicable): _____

Name of Applicant: _____

Best Phone Contact #: _____ Second Phone Contact #: _____

Email Address: _____

Mailing Address: _____
Street City State Zip

Alternate Contact Name: _____ Phone #: _____

Alternate Contact Email Address: _____

- Room(s) Requested: Banquet Facility (Includes Civic Room A, Civic Room B, Training Room and Kitchen)
- OR Kitchen Civic Room A Civic Room B Training Room
- Conference Room 5 Arts & Crafts Room Recreation Room

Day & Date Requested: _____ Hours ____ a.m. / p.m. to ____ a.m. / p.m. # of Attendees: _____

Purpose of Use: _____

Will beer and wine be served? Yes No Beginning at: _____ a.m. / p.m.
A police officer is required at the time beer/ wine starts to be served until the group vacates the building (see Policy for complete details).

Special needs such as disability accommodations, cultural rituals/traditions, etc. that require special treatment?
 Yes No If yes, please specify: _____

The permit holder agrees to protect, indemnify, defend, save and hold harmless the City of Coon Rapids and its officers and employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that the above statements are true and I further affirm that I have read and understand all policies and information.

This Section is for office use only

Approved by: _____

Signature of Applicant _____ Date _____

Facility Coordinator _____ Date _____

- City of Coon Rapids Sponsored Event
- Coon Rapids Based Civic, Athletic or Public Group
- Coon Rapids Based Non-Profit (Attach Copy of IRS Letter)
- Coon Rapids Resident or Business
(Attach Proof of Residency)
- Coon Rapids Non-Resident/All Other Groups

Room Rental Fee \$ _____

Police Officer Fee \$ _____

Damage Deposit \$ _____

Total \$ _____

Control Number: _____

This application is not a valid permit until appropriate fees have been received by the City of Coon Rapids and this document is signed by the Facility Coordinator.

Applicant will be notified when application is approved or denied.