



FACILITY USE PERMIT
(Amended July 27, 2010)

Name:		Date of Application:	
Address:		E-mail:	
Phone (W):		Phone (C):	
Phone (H):		Phone (F):	
Representing Organization:			
Date of Event:		Start Time:	End Time:
Purpose:			

MUNICIPAL CENTER HOURS OF USE:

Monday-Friday: 7:00 a.m. to 9:30 p.m.

Friday: 7:00 a.m.-4:30 p.m.

After hours and weekend use must be coordinated with Building Maintenance Supervisor.

Facility Requested (capacities in parenthesis):

- Alexander Ramsey Room (100)
 Mississippi River Room (10)
 Rum River Room (10)
 Lake Itasca Room (55)
 Trott Brook Room (10)

CENTRAL PARK HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

- Park Center Building (74)
 Park Center Shelter
 Concession Building
 Large Shelter Area
 Other: _____

RAMSEY AMPHITHEATER HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

Ramsey Amphitheater (300)

MUNICIPAL CENTER RENTAL RATES

<u>Room (Capacity)</u>	<u>Resident</u>	<u>Non-resident</u>
<u>Alexander Ramsey Room (100)</u>	<u>\$100.00</u>	<u>\$125.00</u>
<u>Lake Itasca Room (55)</u>	<u>\$75.00</u>	<u>\$100.00</u>
<u>Mississippi River Room (10)</u> <u>Rum River Room (10)</u> <u>Trott Brook Room (10)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per event

CENTRAL PARK RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Park Center Building (74)</u>	<u>\$95.00</u>	<u>\$125.00</u>

Rate charge is per event

RAMSEY AMPHITHEATER RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Ramsey Amphitheater (300)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per hour (3 hour minimum)

RENTAL FEES: _____

BASE FEES: Fees must be paid at time of application.

\$100.00 damage deposit (resident and non-resident)

\$55.00 key deposit (Central Park only) (resident and non-resident) _____

ADDITIONAL FEES: Fees must be paid at time of application (applies only to use of the Ramsey Municipal Center).

\$54.00/hour after-hour/weekend fee

\$54.00/hour audio/visual equipment use fee

Total Amount: _____

Receipt Number: _____

THE USE OF THESE FACILITIES REPRESENTS A PRIVILEGE AND MAY BE REVOKED AT ANY TIME WITH OR WITHOUT PRIOR NOTICE BY THE CITY COUNCIL OR CITY ADMINISTRATOR.

I, the undersigned, have read and understand the Priorities of Use and Rules of Use listed in the Facility Use and Rental Policy. I understand that a violation of these rules may result in forfeiture of any deposits and additional liability for damages. I also understand that I am responsible to report any vandalism or abuse to the Ramsey Police Department. It is agreed by the parties hereto that those individuals included in the above group will hold the City of Ramsey harmless for any damages or personal injury incurred as a result of the use of this facility by those individuals.

User Signature: _____

CITY OF RAMSEY:

Date: _____

By: _____

FOR CITY USE ONLY

Inspected By:

Date:

Comments

Date Paid:

Check #:

Receipt #:

Key Returned: