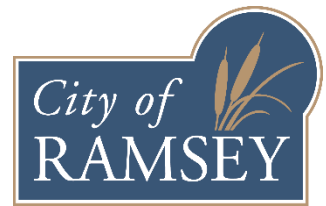


MUNICIPAL CENTER FACILITY USE PERMIT

7550 Sunwood Drive NW
 Ramsey, Minnesota 55303
 City Hall: 763-427-1410
 Fax: 763-427-5543



Name:		Date of Application:	
Address:		E-mail:	
Phone:		Fax:	
Representing Organization Legal Name:			
Date of Meeting:		Start Time:	End Time:
Purpose:			
Meeting Contact Person:		Phone:	

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 approved by the Building Maintenance Supervisor.

Facility Requested (capacities in parenthesis):

- Alexander Ramsey Room (100) Mississippi River Room (22)
 Lake Itasca Room (40) Trott Brook Room (10) Rum River Room (10)

User-Type:

- If applying as Non-Profit: I have attached proof of non-profit status.
 If applying as For-Profit- Ramsey Business: I have attached proof of Business Registration Certificate.

**2017 RAMSEY MUNICIPAL
CENTER CONFERENCE ROOM RENTAL**

	Non-Profit (pay min. maintenance fee)	For-Profit		Business Networking Groups	General Public		HOA
		Ramsey Business	Non- Ramsey Business		Resident	Non- Resident	
STANDARD ROOM FEES							
Alexander Ramsey Room	5	105	135	25	60	135	60
Lake Itasca Room	5	65	110	20	40	110	40
Trott Brook, Rum River, Miss. River	5	35	80	15	20	80	20
ADDITIONAL FEES							
After Hours/Weekend Hourly Rate	61	61	61	61	61	61	61
Coffee Service (per pot)	5	5	5	5	5	5	5
Damage Deposit (every user, every room)	100	100	100	100	100	100	100

INVOICE

	Quantity	Sub Total
Standard Room Fee	_____	\$ _____
Additional Fees		
Audio Visual/IT Support [As requested, if applicable]	_____	<u>No Additional Fee</u>
After Hours Fee [If applicable]	_____	\$ _____
Deposit [Every room, every user]	_____	\$ _____
Coffee Fee [\$3.00 per pot]	_____	\$ _____
		Total Due _____
		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 #:

Damage Deposit received

Non-Profit

Proof of Non-Profit received

Profit

Proof of BRC received

Shared/Facility Use Permit

(Amended August 8, 2016)