

APPLICATION FOR USE OF  
CITY PARKS AND/OR BUILDINGS

DATE OF APPLICATION: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: HM \_\_\_\_\_ Organization (if any): \_\_\_\_\_  
WK \_\_\_\_\_ Reason for Reservation: \_\_\_\_\_

**IF YOUR PAYMENT IS NOT RECEIVED WITHIN 10 DAYS OF THE APPLICATION DATE LISTED ABOVE OR AT LEAST 2 BUSINESS DAYS BEFORE YOUR EVENT (WHICHEVER COMES FIRST), YOUR RESERVATION WILL BE CANCELLED.**

\*Group 1: Coon Rapids Based Civic, public & non-profit organizations - No **permit fee**. However, damage, cleaning and key **deposits** required (does not pertain to park shelters).

\*Group 2: Private groups and organizations and private profit making organizations whose activities generate monies for the financial enrichments of the members - Must pay applicable **usage fee** plus all damage, cleaning and key **deposits** required.

If Group 1: Is it State Certified as non profit? Yes No (If yes, a copy of certification is required. If no, you will have to pay **fees** as well as **all deposits**.)

Park or Facility Requested: \_\_\_\_\_

Dates/Days Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_ to: \_\_\_\_\_

Approximate Number in Your Group: \_\_\_\_\_

***Please make checks payable to Coon Rapids City Center.***

**PARK/BUILDING:**

	DEPOSIT	FEES
<b><u>Riverwind</u></b> - Large meeting room (capacity 88)		
Small meeting room (capacity 18)		
Minimum charge 3 hrs. \$60	_____	_____
Additional hrs. @ \$20.00/hr.	_____	_____
Damage and cleaning deposit \$100 (\$150 if food is served)	_____	_____
Kitchen use \$12	_____	_____
Key deposit \$25 (key is located at Public Works Dept. 7am – 3:30pm)	_____	_____

**Lions Coon Creek Park:**

Shelter #1, #2 & #3 (electricity available)  
Minimum charge 3 hrs. \$45.00

\_\_\_\_\_

Shelter #4 (by parking lot, no electricity)  
Minimum charge 3 hrs. \$35.00

\_\_\_\_\_

**DEPOSIT**

**FEEES**

**Picnic Shelters: (Soccer Complex, Crooked Lake, Sand Creek Park)**

Minimum charge 3 hrs. \$30  
Additional hrs. @ \$10.00/hr.

\_\_\_\_\_

\_\_\_\_\_

**TOTAL DEPOSIT/USAGE FEE**

\_\_\_\_\_

I hereby state that I will agree to abide by the provisions contained in the Rules and Regulations attached.

Signature of Applicant \_\_\_\_\_

OFFICE USE ONLY		
Date received by Public Works Department _____	Approved _____	Denied _____
Applicable Fees: _____		
Date received by Cashier _____	Date Fee Paid _____	Receipt # _____
Date Fire Dept. Notified _____		