



Application and Permit for Use of City of Coon Rapids Facilities

Please Print

Date of Application: _____

Day(s) & Date(s) Requested: _____

Name of Organization (if applicable): _____

Name of Applicant: _____

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

Email Address: _____

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

Purpose of Use: _____

Hours of Room Use: _____ a.m. / p.m. to _____ a.m. / p.m. Estimated Number of Participants: _____

Will beer and wine be served? Yes No Beginning at: _____ a.m. / p.m.

A police officer is required from the time beer and wine starts to be served until group vacates the building. Please see Policy for complete details.

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

Facility Coordinator Date

- City of Coon Rapids Sponsored Event
- Coon Rapids Civic, Athletic or Public
- Coon Rapids Based Non-Profit (*Attach Copy of IRS Letter*)
- Coon Rapids Resident, Private Industry or Commercial Use
(*Attach Proof of Residency*)
- Coon Rapids Non-Resident

Room Rental Fee \$ _____

Police Officer Fee \$ _____

Damage Deposit \$ _____

Total \$ _____

Control Number: _____

Note: Applicant will be notified when application is approved or denied.

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

Coon Rapids Civic Center · 11155 Robinson Drive NW · Coon Rapids, MN 55433-3761 · (763) 767-6522