

City of St. Paul Park
600 Portland Avenue
St. Paul Park MN 55071
Phone: (651) 459-9785
Fax: (651) 459-6144

OFFICE USE ONLY:	
Rental Paid: cash: <input type="checkbox"/>	Check: _____
Deposit Paid: cash: <input type="checkbox"/>	Check: _____
Key Number: _____	Key Returned: <input type="checkbox"/>

**APPLICATION AND PERMIT FOR USE OF
Marlyn DeForth Community Room**

Date Needed: _____

Building Usage Fees: (Per Use)

Resident \$100.00

Non-Resident \$250.00

*Key/Damage Deposit** \$100.00 (separate check)

Time Needed: _____ to _____

Requests for reservations can be made by any individual age 18 years or older.

Misrepresentation: Residents may not make reservations for other individuals or groups at the resident rate.

Name/ Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Purpose: _____

Approximate Number in Group: _____

I hereby certify that I am an agent of the above-named organization and have been authorized to accept, in their name, the responsibility for observance of the rules and regulations as a condition to the issuance of this permit. I will be responsible for the actions of participants in this activity and the security of the facility used, as well as any damage that should occur in association with the usage.

Cancellations made more than five (5) business days prior to the reservation (Community Room) will be subject to a \$20 cancellation fee. Cancellations made with five (5) or less business days' notice to the reservation are non-refundable. No refund due to adverse weather conditions.

There will be a clean-up fee assessed of \$50/hr. (1 hour minimum) if the facility is not cleaned up after use.

*Keys can be picked up one business day before the event and must be returned one business day after the event. LOST KEYS -- Applicant will be charged the actual cost to rekey doors.

I agree to use the key for access to the Community Room only.

I understand that a fee of up to \$200 will be collected from me if any items (including balloons) need to be retrieved from the light fixtures or ceiling area in the lobby. I understand that a fee of \$250 will be collected from me for a false fire alarm event.

Signature of Applicant/Authorized Agent

Date

Rules & Regulations Marlyn DeForth Community Room

Applicant Copy

- Requests for reservations can be made by any individual 18 years of age or older.
- The DeForth Room, entry corridor, restrooms and kitchen shall be available for use.
- No use of the building will be permitted after 12 midnight except with Council approval.
- Key may be picked up one business day prior and **MUST** be returned one business day after event.
- **LOST KEYS – APPLICANT WILL BE BILLED FOR COST TO RE-KEY DOORS.**
- Set up and clean-up must be done during the allotted time of the rental.
- **NO smoking or electronic cigarettes allowed inside the building.**
- **NO alcoholic beverages allowed.**
- **NO balloons allowed outside of the Community Room. There will be a fine up to \$200 if balloon(s) need to be retrieved from ceiling or light fixtures.**
- **NO FOOD OR BEVERAGES ALLOWED OUTSIDE OF THE COMMUNITY ROOM.**
- No posting or taping items onto whiteboard, walls, or ceiling.
- **Applicant is responsible for clean-up:**
 - ✓ Applicant must bring their own cleaning towels.
 - ✓ Wipe down all surfaces and wash kitchen utensils used. **Use only mild soap & water on counters.**
 - ✓ Sweep floors, damp mop if necessary (use water only – chemicals will damage wax surface)
 - ✓ **All tables that you are using MUST be covered with tablecloths. DO NOT use tape on the tables.**
 - ✓ Properly dispose of all trash. Remove trash from Community Room and take home or dispose of in dumpster (located outside southwest corner of the Fire Hall)
 - ✓ Shut off all lights
 - ✓ Food and beverages left in the refrigerator will be discarded.
 - ✓ **Close and lock ALL doors** (inside building entrance, Community Room entrance, and please make sure the EMERGENCY EXIT door located in the Community Room is locked (this door should be opened in case of an emergency ONLY)
- Applicant/organization is responsible for any damage to the building and/or facilities.
- Emergency phone is in the entrance of the building and connects directly to Washington County Dispatch. Please use phone if you witness any damage to the facility or plumbing problems.
- Cancellations made more than five (5) business days prior to the reservation (Community Room) will be subject to a \$20 cancellation fee. Cancellations made with five (5) or less business days' notice to the reservation are non-refundable. No refund due to adverse weather conditions.
- There will be a clean-up fee assessed of \$50/hr. (1 hour minimum) if the facility is not cleaned up after use.
- The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
- **Failure to conform to these policies and rules may cause for forfeiture of future use privileges.**