

Springbrook Nature Center Facility Rental Application



Date of Event:		Total Rental Time: (including setup and cleanup)	
		Time of Event:	
Name of Applicant:			
Name of Group/Organization (if applicable):		Non-profit <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:			
City/State/Zip:			
Phone Number:			
E-mail Address:			
Alternate Contact:		Alt. Phone Number:	
Intended use of Facility:			
Estimated Guest Count:		Are you serving beer or wine? (Only allowed after 5 PM)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room(s) requested <input type="checkbox"/> Oak Savanna <input type="checkbox"/> Prairie <input type="checkbox"/> Wetland <input type="checkbox"/> Woodland/Kitchen <input type="checkbox"/> Banquet Room			
Set-up Style: <input type="checkbox"/> Classroom <input type="checkbox"/> Meeting <input type="checkbox"/> Banquet			
Set-up Notes:			
Audio Visual Needs: <input type="checkbox"/> Music <input type="checkbox"/> Microphone(s) <input type="checkbox"/> Projector and Screen <input type="checkbox"/> Computer <input type="checkbox"/> SMART Board			
<p>GOVERNMENT DATA PRACTICES ACT – CLASSIFICATION WARNING: The data you supply on this form will be used to process your permit. You are not legally required to provide this data, but we will not be able to process the permit without it. Some of the data will be classified as public data if and when the permit is granted. Private financial data are classified as private data and will only be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.</p>			

Applicant agrees to protect, indemnify, save and hold harmless the City of Fridley 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 application is not a valid contract until appropriate fees have been received by the City of Fridley and the contract is approved by the Facility Coordinator. Applicant will be notified when application is approved or denied.

Date:		Signature:	
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Submit Completed Application and Payment to:

Springbrook Nature Center, 100 85th Ave. NE, Fridley, MN 5543

Email to: Mary.Morris@FridleyMN.Gov

For Questions or Payment by Phone: (763) 572-3588

For Office Use Only

Deposit Fee:		Rental Fee w/tax:	
Date Received:		Form of Payment:	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> VISA/MC
Calendar entry:		Card #	Exp.
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By:	Receipt #:	
If Denied, Reason for Denial:			
If Serving Alcohol	City Clerk Contacted on: _____	Security Scheduled on: _____	