

Use date(s):

LONGYEAR PARK APPLICATION FOR RENTAL

Organizations desiring to use the Longyear Park facilities must complete the application below and submit it to the City Clerk's office. The application needs to be completed only once annually for organizations using the facility periodically throughout the year.

This application shall be submitted at least two [2] weeks prior to the date for which reservation is requested. Those seeking the use of intoxicating beverages are encouraged to contact the City Clerk's office at least four [4] weeks prior to the event. The request will be reviewed in light of these guidelines and the availability of the facility.

The Clerk's office will advise the requesting organization of the status of their request as soon as possible. Usage requests are not officially approved until the Clerk's office has so advised the requesting organization. Rental and deposit fees must be paid prior to usage. The deposit check will be returned when the key is returned to the Clerk's office. Paperwork and checks for deposit and/or payment can be mailed to the
City of Coleraine -- PO Box 670 -- Coleraine, MN 55722.

NAME OF ORGANIZATION:	_____	DATE OF APPLICATION:	_____
MAILING ADDRESS:	_____ _____ _____		
CONTACT PERSON:	_____	PHONE:	_____
DATES OF USE:	_____ _____ _____	PURPOSE OF MEETING:	_____ _____
TIME OF USE:	_____		
ALCOHOLIC BEVERAGES:	____ YES ____ NO	APPROX. # OF PEOPLE:	_____
DATE KEY TAKEN:	_____	RENTAL AMOUNT DUE/PD:	_____
		\$100 DEPOSIT PD CASH OR CK #:	_____

The deposit is what holds the reservation.

Building capacity is approximately 100.

Using Longyear Park Pavilion on the weekend? The key to the facility must be picked up by Thursday at 4:30. Please return the key ASAP after your event. It can be dropped off in the payment box outside City Hall or returned to the office when you pick up your refundable deposit during regular business hours, Monday-Thursday.

HOLD HARMLESS AGREEMENT

I understand that my use of the Longyear Park facilities is voluntary and that I am using it for my benefit only. I agree that my use of the Longyear Park facilities is undertaken at my own risk and that the City of Coleraine will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City of Coleraine, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold harmless the City of Coleraine from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Longyear Park facilities. I also agree to reimburse the City of Coleraine for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure, if so warranted.

User Representative

Date

Please return this form to:

City Clerk's Office
City of Coleraine
PO Box 670
Coleraine, MN 55722
Monday – Thursday, 8:00 – 4:30
(218) 245-2112

APPROVED BY:

City Clerk/Deputy Clerk

Date

LONGYEAR PARK PAVILION

GUIDELINES FOR RENTERS

We hope you enjoy using the park facilities the City of Coleraine has provided for the community. Please remember to leave it neat and clean so that all may benefit.

A few tips for usage:

- Do not overload the electrical system by plugging multiple devices into a single socket. For instance, spread crockpots around to utilize plug-ins throughout the kitchen area.
- If there is an emergency while you're using the facility, please contact the Public Works Supervisor, Jason Tabaka, at (218) 256-0336.

When you're done, the city asks that you help as follows:

- Pick up trash.
- Clean up any spills that occur.
- Bring garbage bags of trash and place them in the dumpster provided. If the dumpster is not in the park, please place bags in the pavilion before you leave.

It is important that you follow these guidelines to get your deposit back.