

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 need be completed only once annually for organizations using the facilities periodically during 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 facilities. The Clerk's office will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the Clerk's office has so advised the requesting organization. Rental and deposit fees must be paid prior to usage and the deposit check will be returned when the key is returned to the Clerk's office.

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

DATES OF USE _____

ALCOHOLIC BEVERAGES: _____ YES _____ NO

TIME OF USE: FROM _____ TO _____

PURPOSE OF MEETING _____

APPROX. NO. PEOPLE _____ KEY _____ AMT PD _____
DEPOSIT PD _____

Date of application _____

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 facility is undertaken at my own risk and that the City of Coleraine will not be liable for any claims, injuries, damages of whatever nature uncured 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 Longyear Park. 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

APPROVED BY:

City Clerk/Deputy Clerk

Date

LONGYEAR PARK

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 all may benefit.

The city asks that you help as follows:

Pick up your trash.

Wipe spills from the tables.

Bring garbage bags for the trash and place in dumpster provided. If dumpster is not in the park, please place bags in the pavilion before you leave.

If you are given a key, please return the key to the Clerk's Office and pick up your deposit.

Please remember to lock all doors.

Thank You!