

**CITY OF MAHTOMEDI
CITY HALL USAGE FORM
651-426-3344 FAX 651-747-3703**

Date of usage: _____
Time: _____
Name of Organization: _____
Purpose of Use: _____
Name of Applicant: _____
Address: _____

Phone: Work _____ Home _____

I certify that I am authorized to accept, in the name of the above organization, the responsibility for the observance of the City of Mahtomedi's rules and regulations as a condition of this permit.

Signature of Authorized Applicant

Date of Application

A \$200 DAMAGE DEPOSIT IS REQUIRED FOR RESIDENTS AND \$300 FOR NON-RESIDENTS. This can be paid by cash, check or credit card. All or part of the deposit will be returned upon a satisfactory inspection of the facility after use.

Credit Card Number (damage deposit **will** be charged to card) _____ Expiration Date
__ Visa __ Master Card __ Discover E-Mail _____

Signature if using credit card

General Rules:

- Make notes about problems before you start.
- Leave building clean if not cleaner upon exiting.
- Remove all goods brought to the facility.
- Put tables and chairs back to original position.
- Turn off all lights upon leaving.
- Lock all outside doors upon leaving.

THE KEY FOR THE BUILDING MUST BE PICKED UP AND USAGE FEES PAID DURING REGULAR BUSINESS HOURS. THE KEY MAY BE PICKED UP WITHIN THREE (3) DAYS PRIOR TO YOUR RESERVATION DATE. (If not, the renter will forfeit their right to use the facility and forfeit their damage deposit) THE KEY MUST BE RETURNED TO CITY HALL BY THE FOLLOWING BUSINESS DAY TO AVOID CASHING OF THE DAMAGE DEPOSIT. THE CITY WILL RETAIN \$25.00 PER DAY OF THIS DEPOSIT IF THE KEY IS NOT RETURNED BY THE NEXT BUSINESS DAY FOLLOWING THE EVENT.

NO CITY ELECTRONIC EQUIPMENT MAY BE USED (COMPUTERS, AUDIO/VISUAL EQUIPMENT, MONITOR OR TV'S).

FEES

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|--|-----------------------------|
| 1. City Sponsored Events | No Charge |
| 2. Mahtomedi Residents/District #832 and
Washington County Activities/local non-profits | No Charge |
| 3. Non-Residents/other Schools/
Outside Non –profits | \$220.00/four hour
block |
- A \$200.00 damage deposit for Mahtomedi residents or \$300.00 deposit for non-residents is required. All or a part of the deposit will be returned upon a satisfactory inspection of facility after use.