



# City of Zimmerman

12980 Fremont Avenue  
Zimmerman, MN 55398

Telephone 763-856-4666 \* Fax 763-856-4787  
www.zimmerman.govoffice.com

Permit Number

## Facility Use Permit Application

### CONTACT INFORMATION

APPLICATION DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_ HM PHONE \_\_\_\_\_ WK PHONE \_\_\_\_\_

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

### FACILITY TO BE RESERVED – Lions Park – 25850 Main Street

\_\_\_\_ CVC Civic Building \_\_\_\_ WI Cooler

\_\_\_\_ PNC Picnic Shelter (reserved)

\_\_\_\_ CHC City Hall Council Chambers

### DETAILS OF RESERVATION

TYPE OF EVENT \_\_\_\_\_

DATE OF RESERVATION \_\_\_\_\_

TIME(S) \_\_\_\_\_

FEE FOR RESERVATION + SALES TAX \_\_\_\_\_

DAMAGE DEPOSIT \_\_\_\_\_

Damage deposit check and permit use fee are due at the time of application to ensure reservation. Deposit check will be returned upon review of facilities being returned to satisfactory condition.

*For office use only:* Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ PAID: cash \_\_\_\_ check # \_\_\_\_ Receipt #: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_ Key #: \_\_\_\_\_ Key Returned: \_\_\_\_\_

## City of Zimmerman - Facilities Use Lease Agreement

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the City of Zimmerman, a Minnesota Municipal Corporation (hereafter "City") and \_\_\_\_\_ (hereafter "Renter").

Renter shall be 21 years of age or older, submit a completed Facility Use Permit Application, and provide the appropriate refundable deposit before application is approved. Renter's use of the facility is approved, subject to the terms and conditions set forth in this Agreement, compliance with all City Ordinances, Building Use Rules and Regulations, and State and/or Federal Laws. Any group or organization using City facilities for the purpose of convening a public meeting must conform with "open meeting law" requirements pursuant to Minnesota Statutes.

Therefore, it is agreed by and between City and Renter as follows:

Prior to the reservation and use of specified building, park, or facility, renter shall pay to City, a deposit and use fee (where required) for the reservation according to the adopted fee schedule. All doors to the facility shall remain unlocked and access to doorways during event shall remain clear and un-blocked. Renter is solely responsible for maintaining order, keeping the peace and maintaining a reasonable noise level during all hours the renter has contracted for. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility. City requires the renter to maintain order and control, at any event with music or alcohol.

**The damage deposit will be refunded to the Renter subject to the following conditions:**

- Return of any and all keys to City Hall.
- Facility shall be cleaned of garbage and trash. Coffee grounds shall not be disposed of in restroom sinks.
- Trash bags are provided, as are cleaning supplies, paper towels and toilet tissue.
- Tables and chairs shall be wiped clean to remove all traces of any spills. Chairs will be returned to racking, and tables folded and put on carts provided.
- Restrooms shall have toilets and washbowls cleaned.
- Floor shall be cleaned and wet mopped, including restrooms.
- Thermostat for heating shall be returned to 55 degrees, or air conditioning turned to 74 degrees before leaving.
- Lights switches shall be turned off and doors locked at the end of the event.

A City employee shall inspect the facility on the next business day after renter's event to insure that the above conditions have been met. Upon touring the facility and finding that the facility has been restored to original condition and inventory of furnishings has been concluded, the City may deduct from the deposit the estimated costs to repair the damage or to clean the facility. In the event that the deposit is not sufficient, the City will provide to the renter an itemized statement of the costs of such repairs, cleaning or replacement of furnishings. Renter shall, and hereby agrees to, pay the balance due within ten days after the receipt of the statement.

In consideration of being permitted to use the facility and obtain a permit, the undersigned acknowledges, appreciates, and agrees that:

1. The use of the facility includes the possibility of serious injury or death, including, but not limited to, possible exposure to and illness from infectious diseases including but not limited to methicillin-resistant *Staphylococcus aureus* (MRSA), influenza, and coronavirus disease 2019 (COVID-19). While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist for me and any other individual present at the facility; and

