



7550 Sunwood Drive NW • Ramsey, MN 55303
 City Hall: 763.427.1410 • Fax: 763.427.5543
 www.cityoframsey.com

Municipal Center Room Rental Application

Business/Group Name _____ Application Date _____

Address or City _____

Contact Name _____ Contact Phone _____

Contact Address _____

Contact Email _____ Fax _____

- Resident
- Non-Resident
- Youth Organizations/ 501c3 Groups (attach 501c3)

Municipal Center Hours of Use

Monday-Thursday, 7:00 a.m.-9:00 p.m.
 Friday, 7:00 a.m.-4:30 p.m.

The Building Maintenance Supervisor must approve after-hours and weekend use.

No food is allowed in small rooms.

Meeting Information

Date of Meeting _____

Start Time _____

End Time _____

Room Requested

- Alexander Ramsey Room Seating Capacity 100
- Lake Itasca Room Seating Capacity 40
- Mississippi River Room Seating Capacity 10
- Rum River Room Seating Capacity 10
- Trott Brook Room Seating Capacity 10

Frequency

- Single Meeting
- Weekly
- Bi-Weekly
- Monthly

Ramsey Municipal Center Conference Room Rental – Rates

Rates are per hour, 2-hour minimum, 30-minute increments thereafter			
	Youth Organizations/ 501c3 Groups	General Public	
		Resident	Non-Resident
Alexander Ramsey and Lake Itasca Rooms	\$15.00	\$45.00	\$65.00
Other Conference Rooms	\$15.00	\$25.00	\$45.00

Ramsey Municipal Center Conference Room Rental – Additional Fees

Rates are per hour, 2-hour minimum, 30-minute increments thereafter			
	Youth Organizations/ 501c3 Groups	General Public	
		Resident	Non-Resident
After-hours/weekend hourly fees	\$100.00	\$100.00	\$100.00
Coffee service per pot	\$5.00	\$5.00	\$5.00
Damage deposit (every room and user)	\$100.00	\$100.00	\$100.00

INVOICE

	Quantity	Subtotal
Standard Room Fee		
Additional Fees		
After-hours fee, if applicable		
Deposit, every room, every user		
Coffee fee, \$5.00 per pot		
TOTAL DUE		
Receipt Number		

Using these facilities represents a privilege and may be revoked at any time, with or without prior notice by the City Council or City Administrator.

I, the undersigned, have read and understand the Priorities of Use and Rules of Use listed in the Municipal Center Conference Room Rental Policy. I understand that violating these rules may result in the forfeiture of any deposits and additional liability for damages. I also understand that I am responsible for reporting vandalism or abuse to the Ramsey Police Department. It is agreed by the parties hereto that those individuals included in the above group will hold the City of Ramsey harmless for any damages or personal injury incurred as a result of the use of this facility by those individuals.

User Signature _____

CITY OF RAMSEY

By _____ Date _____

FOR CITY USE ONLY

By _____ Date _____

Comments _____

Date Paid _____ Check # _____ Receipt # _____

Damage Deposit received