

Staff _____ Permit # _____

City of Cottage Grove Recreation Department
8020 80th St. So. Cottage Grove, Minnesota, 55016 | Phone: 651-458-3400

FACILITY RESERVATION FORM

Permit holders may not assign, transfer, or sublet a facility. All permits shall be revocable and shall not be considered a lease. The city may reject any application or cancel any permit.

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

Date of Event: _____ Approx. # of Guests: _____ Greater than 300 for Public Safety review

Mobile Food Unit Selling Liquor Bounce House Using Tent Stakes >6" Playing music over PA System

Class 3 – Non-Profit (Requires ST3 Form) Class 4 – CG Resident Class 5 - Non-Resident

Select a Park Building: 10:00am-10:00pm		Fees	Fees Due
<input type="radio"/> Hamlet		<input type="radio"/> Class 3 – \$175	\$ _____
<input type="radio"/> Highlands		<input type="radio"/> Class 4 – \$175	
<input type="radio"/> Kingston		<input type="radio"/> Class 5 – \$220	
<input type="radio"/> Oakwood			
<input type="radio"/> Old Cottage Grove			
<input type="radio"/> Peter Thompson			
<input type="radio"/> Woodridge			
Select a Park Shelter: 10:00am-10:00pm		Fees	Fees Due
<input type="radio"/> Hamlet		<input type="radio"/> Class 3 – \$70	\$ _____
<input type="radio"/> Highlands		<input type="radio"/> Class 4 – \$70	
<input type="radio"/> Lamar		<input type="radio"/> Class 5 – \$86	
<input type="radio"/> Woodridge			
Other Amenities – 2 hr minimum			Fees Due
<input type="radio"/> Ball Field	<input type="radio"/> Class 3 - \$25/hr	<input type="radio"/> Class 4 - \$25/hr	<input type="radio"/> Class 5 - \$35/hr
<input type="radio"/> Per Court	<input type="radio"/> Class 3 - \$9/hr	<input type="radio"/> Class 4 - \$9/hr	<input type="radio"/> Class 5 - \$14/hr
<input type="radio"/> Ice Rink	<input type="radio"/> Class 3 - \$58/hr	<input type="radio"/> Class 4 - \$58/hr	<input type="radio"/> Class 5 - \$73/hr
<input type="radio"/> Field/Rink Lights			<input type="radio"/> \$25/hr
<input type="radio"/> Tent/Bounce House Fee			<input type="radio"/> \$50/marked location
Sub Total			\$ _____
+ 7.375% Tax on Class 4 & 5 (tax only applies if an amenity is also reserved)			\$ _____
Total Due			\$ _____

The persons and/or organizations using City of Cottage Grove facilities, by signing and accepting this permit, agree to indemnify the City of Cottage Grove for any damages to personal property by any participant involved and agree to assume all liability for the injury or death of any participant involved. The above fees are an estimation, which the Cottage Grove Recreation Department reserves the right to revise, at any point in time, based on the usage of the facility. As the official designated or the authorized user, I have read and agree to abide by the rules and regulations of the Cottage Grove Parks and Recreation Department and accept full responsibility for any damage done by those I represent.

Applicant Signature: _____ Date: _____

CC#: _____ Exp. Date: _____ Sec. Code: _____ (We do not accept Discover)