



Springbrook Nature Center Facility Rental Application

Date of Event:		Rental Start time: (Include time for set-up)	Rental End Time: (Include time for clean-up)
Name of Applicant:			
Name of Group or Organization (if applicable):	Non-profit <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address:			
City/State/Zip:			
Phone Number:			
E-mail Address:			
Alternate Contact:		Alt. Phone Number:	
Intended use of Facility:		Estimated Guest Count:	
Area(s) requested: <input type="checkbox"/> Amphitheater <input type="checkbox"/> Outdoor portion of Pavilion Activity Center only <input type="checkbox"/> Entire Pavilion Activity Center (both indoor and outdoor spaces) Interpretive Building Classrooms: <input type="checkbox"/> Woodland <input type="checkbox"/> Wetland <input type="checkbox"/> Prairie <input type="checkbox"/> Oak Savanna			
Set-up Description Request Indoor PAC: ____ # of chairs ____ # of tables (1-14 available; dimensions are 5.5ft x 2.5ft) Interpretive Classroom: ____ # of chairs ____ # round tables ____ # rectangular tables			
<small>GOVERNMENT DATA PRACTICES ACT – CLASSIFICATION WARNING: The data you supply on this form will be used to process your permit. You are not legally required to provide this data, but we will not be able to process the permit without it. Some of the data will be classified as public data if and when the permit is granted. Private financial data are classified as private data and will only be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.</small>			

Applicant agrees to protect, indemnify, save and hold harmless the City of Fridley and its officers and employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that the above statements are true and I further affirm that I have read and understand all polices and information.

This application is not a valid contract until appropriate fees have been received by Springbrook Nature Center and the contract is approved by Nature Center staff. Applicant will be notified when application is approved or denied.

Date:		Signature:	
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Submit Completed Application and Payment to:

Springbrook Nature Center, 100 85th Ave. NE, Fridley, MN 55432

Email to: Springbrook@FridleyMN.Gov

For Questions or Payment: (763) 572-3588

FOR OFFICE USE ONLY			
App received on:	Fee total: \$	Contract #:	Transaction #:
Payment (50% or 100%): \$	Paid on:	Payment #:	Payment Type:
Damage Deposit: \$	Paid on:	Payment #:	Payment Type:
Payment: \$	Paid on:	Payment #:	Payment Type:
• Approved • Denied By:		• Added to Outlook & Google Calendars	• Paid in Full
If Denied, Reason:			