

City of Cottage Grove Recreation Department  
 8020 80<sup>th</sup> St. So. Cottage Grove, Minnesota, 55016  
 Phone: 651-458-3400 Fax: 651-458-3444

**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: \_\_\_\_\_

Time Requested: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Approx. # of Guests: \_\_\_\_\_

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

<b>Select a Park Building – 4 hr minimum</b>		<b>Fees</b>	<b>Fees Due</b>
<input type="radio"/> Hamlet		<input type="radio"/> Class 3 – \$13/hr	\$ _____
<input type="radio"/> Hearthside		<input type="radio"/> Class 4 – \$13/hr	
<input type="radio"/> Highlands (Oct-April)		<input type="radio"/> Class 5 – \$23/hr	
<input type="radio"/> Kingston			
<input type="radio"/> Old Cottage Grove			
<input type="radio"/> Peter Thompson			
<input type="radio"/> Pine Tree Valley			
<input type="radio"/> Woodridge			
<b>Select a Park Shelter – 4 hr minimum</b>		<b>Fees</b>	<b>Fees Due</b>
<input type="radio"/> Hamlet		<input type="radio"/> Class 3 – \$10/hr	\$ _____
<input type="radio"/> Hardwood		<input type="radio"/> Class 4 – \$10/hr	
<input type="radio"/> Highlands		<input type="radio"/> Class 5 – \$13/hr	
<input type="radio"/> Kingston – West Shelter			
<input type="radio"/> Lamar			
<input type="radio"/> Nina's			
<input type="radio"/> Oakwood			
<input type="radio"/> Sunny Hill			
<input type="radio"/> West Draw			
<input type="radio"/> Woodridge			
<b>Other Amenities – 2 hr minimum</b>			<b>Fees Due</b>
<input type="radio"/> Ball Field	<input type="radio"/> Class 3 - \$20/hr	<input type="radio"/> Class 4 - \$20/hr	<input type="radio"/> Class 5 - \$26.50/hr
<input type="radio"/> Court	<input type="radio"/> Class 3 - \$7/hr	<input type="radio"/> Class 4 - \$7/hr	<input type="radio"/> Class 5 - \$11/hr
<input type="radio"/> Hockey Rink	<input type="radio"/> \$45/hr		
<input type="radio"/> Field/Rink Lights	<input type="radio"/> \$20/hr		
<b>Sub Total</b> .....			\$ _____
+ 7.125% Tax on Class 4 & 5.....			\$ _____
<b>Total Due</b> .....			\$ _____

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: \_\_\_\_\_

Office Staff: Rental Fee Pd. <input type="checkbox"/> Key Returned <input type="checkbox"/> Key # _____ Permit # _____
CC#: _____ Exp. Date: _____ Sec. Code: _____ (We do not except Discover)