

## Highlands Park Building Request Form

City of Cottage Grove Recreation Dept.  
8020 80th St. CG - 651.458.3400

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Phone \_\_\_\_\_

Approximate # of Guests \_\_\_\_\_

Date of Event \_\_\_\_\_

Time Requested (circle one) **11-3pm** OR **4-8pm** (\$73.00 for each block) = \_\_\_\_\_

**10-11am** OR **8-9pm** for an additional \$18.75 = \_\_\_\_\_

+ 7.125% sales tax = \_\_\_\_\_

Total Fees (must accompany request form) = \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date Request Submitted \_\_\_\_\_

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. All rentals include sales tax. 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.

Office Staff: Rental Fee Pd <input type="checkbox"/> Key Returned <input type="checkbox"/> Key # _____ Permit # _____
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