**Please Print**

**Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Rental: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rental Location: City Building\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Park\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renter Information**

**Name of Individual or Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact in Charge During:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone:(Day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Night)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INFORMATION ABOUT YOUR INTENDED USE OF OUR CITY BUILDING OR PARK FACILITIES**

**Purpose of Use:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alcohol (Check One) Not Served\_\_\_\_ Served: \_\_\_\_**

**Total Participants Expected:\_\_\_\_\_\_\_\_\_ Adults:\_\_\_\_\_\_\_\_ Children:\_\_\_\_\_\_\_\_\_\_**

**Facility Rental Fee (if applicable) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facility Deposit (if applicable): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreement**

**The undersigned is over 21 years of age and has read this form, requirements, and regulations and agrees to comply with them. He/she agrees to be responsible to the City of Ryland Heights for the use and care of the facilities. The undersigned does hereby further covenant and agree to defend, indemnify and hold harmless the City of Ryland Heights, its elected officials, officers, and employees from and against any and all liability, loss, damages, claims or actions (including costs and attorney’s fees) for bodily injury and/or use of the City of Ryland Heights’s property, facilities and/or services.**

**The undersigned agrees to obtain any licenses, permits, insurance or approvals for activities carried out for the duration of the rental agreement. This includes, but not limited to, liquor licenses, department of health permits, liability insurance, workers compensation insurance, and business permits where necessary. Business shall provide a certificate of insurance to the City Clerk prior to renting the facility. This certificate of insurance will name “The City of Ryland Heights, elected officials, officers and employees” as additionally insured. Refunds will not be given to renters should their function be cancelled for not obtaining the necessary permits, insurance, or licenses unless the City is notified at least 14 calendar days prior to and during the rental period. The City expects the renter to have available this documentation for inspection prior to and during the rental period. City shall not be obligated however to review such insurance certificates, licenses, permits, or approvals, or to advise Renter of any deficiencies in such documents and such receipt shall not relieve the Renter from or be deemed a waiver of the City’s right to insist on strict fulfillment of Renter’s obligations herein.**

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Official Use Only**

**Authorized City Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

………………………………………….Cut-Here….……………………………………………