

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Telephone: 651-792-7650 Fax: 651-631-2066

APPLICATION FOR USE OF CITY PROPERTY

APPLICANT INFORMATION: Name: _____

Address: _____ Lauderdale, MN 55113

Telephone No.: _____ Organization (if applicable): _____

Rental Fees:

Metal Folding Chair	# of Chairs:	x \$0.75	\$
Banquet Table	# of Tables:	x \$4.00	\$
Metal Detector		x \$5.00 per day	\$
		Total Rental Fee	\$

Deposit Amount: (Must be paid separately from rental fee)

Number of Chairs:	x \$20.00/Chair	\$
Number of Tables:	x \$100.00/Table	\$
Metal Detector	X \$100.00	\$
	Total Deposit	\$

Date of Pickup: _____ Date of Return: _____

By signing this application, the applicant agrees to the following conditions that apply to the reservation and use of Lauderdale equipment.

1. Reservations of city property must be made at least 24 hours before the pick-up date.
2. Equipment must be used by Lauderdale residents and/or business owners only and must be used without exception within the city limits of the City of Lauderdale.
3. The applicant is responsible for the pick-up and return of City property. The pick up and return of equipment must generally be done between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday excluding official holidays. Residents can arrange with staff for a more mutually acceptable time if residents are unable to make it during regular office hours.
4. The applicant will pay the total rental fee for each day rental items are not returned by the agreed to Date of Return.
5. The applicant is responsible for rental items from the time they leave City Hall until they are returned and inventoried by staff.
6. Staff will document the condition of equipment before it leaves City Hall and again when it is returned.
7. Failure to return or excessive damage to equipment will result in forfeiture of the deposit and a prohibition on future use of equipment.

Applicant's Signature

Please Print Applicant's Name

Date

FOR OFFICE USE ONLY:

Date Application Received: _____ Approved By: _____

Rental Amount: _____ Check number: _____ Cash: _____

Deposit Amount: _____ Check number: _____ Cash: _____

Damage to City Property: _____

Deposit Returned: _____ Deposit Withheld: _____