



# City of Milbank

## Facility Rental Application

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Facilities Requested (please check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Gymnasium West Court | <input type="checkbox"/> Multi Purpose Room |
| <input type="checkbox"/> Gymnasium East Court | <input type="checkbox"/> Pool               |
| <input type="checkbox"/> Raquetball Court     | <input type="checkbox"/> Pool Lanes _____   |
| <input type="checkbox"/> Party Room           | <input type="checkbox"/> Other _____        |

Event Date: \_\_\_\_\_ Event Set-up Date: \_\_\_\_\_ Event Clean-up Date: \_\_\_\_\_

Time of the Event (INCLUDE set-up and clean-up): \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_ Is this Event OPEN TO PUBLIC? Yes \_\_\_ No \_\_\_

Will Food be Served? Yes \_\_\_ No \_\_\_ Any Musical Entertainment or Amplifiers in Use? Yes \_\_\_ No \_\_\_

Number of TABLES Needed: \_\_\_\_\_ Number of CHAIRS: \_\_\_\_\_ Other: \_\_\_\_\_

Will Items or Services be Sold at this Event? Yes\* \_\_\_ No \_\_\_ \*If YES, Include Details in the EVENT DESCRIPTION

**EVENT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read and examined this application, and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local code.

Signature of Applicant: \_\_\_\_\_

<b>Office Use</b>	Parks and Recreation Manager _____	Permit Issued: _____
	Customer Service Supervisor _____	Permit Expires: _____
	Insurance Certificate on File ___ Addn'l Insurance NOT Required ___	Applicant Notified: _____