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CITY OF BARNESVILLE MINNESOTA
Incorporated in 1889

101-36999

FACILITY RESERVATION FORM

Applicant's Name: _____

Address: _____

Phone: _____ Email Address: _____

Event Date: _____ Description of Event: _____

Meeting Room: _____ Auditorium Room _____

Number of Tables & Chairs: _____

Arrival Time: _____ Departure Time: _____

Attendance: _____ Maximum Occupancy: 49

Amount Paid: _____

Main Street Gold Member _____

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$15.00 for the first four hours, $5.00 for each additional hour for non-profit/charitable organizations, city residents performing non-profit/charitable activities and other government entities, i.e. federal, state, county and township

$25.00 minimum fee for the first 4 hours and $5.00 for each additional hour for individuals who wish to use the room and for-profit businesses.

No Charge for Main Street Gold Members

Arrangements must be made with City Hall staff to pick up keys during normal business hours. Renters must assure that facilities are locked when they leave and return keys within 24 hours.

General Rules:

1. If possible, facilities should be reserved in advance.
2. Facilities must be thoroughly cleaned before leaving. This includes sweeping floors, picking up litter, arranging furniture to the original set-up. A $75.00 per hour cleaning fee will be charged if the facility is left in a condition that requires City Staff to clean the facility after its use. The minimum fee will be $75.00.
3. If alcoholic beverages are to be served, they must be provided free of charge and the renter must arrange for security approved by the Barnesville Chief of Police.
4. Groups must provide adequate adult supervision if youth will be present.
5. Arrangements must be made with city hall staff to pick up keys during normal business hours.
6. Renters must assure that facilities are locked when they leave and return keys within 24 hours.