



**CIVIC COMPLEX ROOM RESERVATIONS**

**Please read the following information carefully.**

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Evening Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell Phone Number

Please provide detailed description and purpose of meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Room Reservation Request**

- One-time event
- Regularly-scheduled event
- Council Chambers for official local government meetings. No food or beverages allowed.
- Library (1 table, 10 chairs, wireless internet, dry erase board).
- Community Room (8 tables, 45 chairs, wireless internet, dry erase board, podium)

| Day | Date | Est. # of Attendees | Start Time (am/pm) | Ending Time |
|-----|------|---------------------|--------------------|-------------|
|     |      |                     |                    |             |
|     |      |                     |                    |             |
|     |      |                     |                    |             |
|     |      |                     |                    |             |

**Liability**

Any group, individual, or organization using the Civic Complex shall agree to compensate the City of Lino Lakes for all damages to facilities, equipment, or other property owned by the City, and to assume all liability for any personal injuries, including death caused by participants. The permit holder will be responsible for reimbursement of damages, including those in excess of the deposit.

The Civic Complex is open Monday through Friday, 8 a.m. to 4:30 p.m. Rooms may be reserved weekdays no later than 10:00 p.m. The Civic Complex is closed on weekends and holidays. Please use the Public Services Department entrance if you are arriving after normal business hours.

**Reservation Priority**

Certain rooms are available on a first-come, first-serve basis. Applications will be reviewed with priority given to Lino Lakes' residents and business owners. Use of the rooms is strictly for meetings.

Crafts are prohibited. For-profit enterprises are not eligible to reserve rooms.

**General Rules**

You are welcome to bring coffee or food into the Community Room. There are no facilities to prepare food on the premises but there is a sink and counter space in the Community Room.

- User is responsible for setting up the room prior to the scheduled meeting.
- User is responsible for leaving the room as it was prior to the scheduled meeting.
- Please clean up spills as quickly as possible and place trash in the waste receptacles.
- No alcoholic beverages are allowed on the premises.
- The Lino Lakes Civic Complex is a smoke-free building. Candles and gambling are prohibited.
- User agrees to hold the City harmless from all claims arising from the use of City facilities
- User shall comply with all city ordinances, state statutes, federal laws and the established rules for use which apply to the authorized use of the Civic Complex.
- The user’s group representative shall assume full responsibility for the conduct of the group during the scheduled meeting time.
- Children must be under the direct supervision of an adult at all times.
- Items may not be attached to walls or ceilings.

**General Information**

- The telephone in the room may be used for local calls only. Dial “9” for an outside line.
- A pop machine is located in the "Central Receiving" room located just around the corner from the Community Room.
- Restrooms are located near the Council Chambers and the Public Services Department Hallway.
- Children must be under the direct supervision of an adult at all times.

**Fees**

- \_\_\_ \$50 refundable damage deposit applicable for all meeting room reservations.
- \_\_\_ \$100 fee for use of room up to 4 hours by non-residents of the City.
- \_\_\_ \$200 fee for use of room up to 8 hours by non-residents of the City.

**The City reserves the right to deny, change, or cancel meeting room reservations.**

\_\_\_\_\_

Applicants Signature \_\_\_\_\_  
Date

There is no fee for Lino Lakes’ residents, business owners, or elected officials, but a refundable \$50 damage deposit is required for all meetings.

|  |                 |
|--|-----------------|
| <b>Office use only:</b>  |                 |
| ___ Check No. _____  |                 |
| ___ Credit Card No. _____  | Exp. Date _____ |
| Damage deposit returned date: _____ Damage deposit returned less this portion \$ _____ |                 |

City of Lino Lakes  
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