

Maplewood Parks & Recreation

Facility Rental Application

Complete this form and return to the Recreation Center at least 14 days before your event. A \$50 non-refundable processing fee is due at submission.

Applicant Information

Name: _____ Date: _____
Organization: _____ Phone: _____
Email: _____ Residents? Yes / No

Event Details

Event Name: _____ Expected Attendance: _____
Date(s): _____ Setup Time: _____
Facility Requested: _____ End Time: _____

Available Facilities & Fees

Facility	Capacity	Resident Rate	Non-Resident Rate
Lakeside Pavilion	150	\$150/half day	\$225/half day
Recreation Center Hall	300	\$250/half day	\$375/half day
Riverside Shelter A	50	\$60/half day	\$90/half day
Riverside Shelter B	50	\$60/half day	\$90/half day
Athletic Field (per field)	—	\$75/3 hrs	\$110/3 hrs
Community Garden Amphitheater	75	\$80/half day	\$120/half day

Additional Requirements

Alcohol permit required for events serving alcohol (+\$75). Security deposit of \$200 required for events over 100 attendees (refundable). Certificate of insurance required for all non-resident organizations.

Applicant Signature: _____ Date: _____