



Veterans Memorial Community Center

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651.450.2585



ROOM RENTAL APPLICATION

Date Request Received _____ Rental Date _____

RENTER INFORMATION: Contact Person _____

Phone Numbers: (____) _____ (____) _____ (____) _____
Home Cell Work

Address: _____

State _____ Zip Code _____ Email _____

Organization _____ Non-Profit : Yes No Tax-Exempt: Yes No

Type of Event _____ # Attending _____

RENTAL OPTIONS:

- Community Room 1 Community Room 2 Community Room 3 Kitchen (Comm. Room 2)
- National Guard Room B National Guard Room C

Additional Rental Accessories:

- TV/DVD Screen Podium PA System (*gym only*)

RENTAL TIMES:

Arrival/Set Up Time: _____ Event Start Time: _____ Event End Time: _____

****All set-up and clean-up must be within rental time**

****All rentals must be held within building operating hours; rentals outside of building hours will incur attendant charges**

Special room layout requested: Yes No (must notify rental coordinator 2 weeks prior to rental)

RENTAL FEES: Payment in full as well as signed 'Use Agreement' are required to secure a reservation.

Cancellation requests received 7 days or more before rental date will be eligible for a refund minus a 15% administrative fee. No refunds will be issued for cancellations under 7 days.

FOOD SERVICE:

Renter providing food at event? Yes No **(If rental is for 100 people or more, a licensed caterer is required.)**

Renters Caterer _____

- All food and beverages must be served by a licensed and insured provider.
- A copy of the license/insurance must be provided to the Rental Coordinator two weeks prior to event.

Caterer license/insurance received: Yes No

****Alcohol prohibited in all areas of VMCC, except for the National Guard Gymnasium, see additional information on alcohol use.**

Office Use Only Payment Amount Received \$ _____ Date Entered in MAX: _____ Staff Initials: _____
____ Visa ____ Mastercard ____ Discover ____ American Express ____ Cash ____ Check (# _____)
CC# _____ Exp. Date ____/____/____ 3-Digit Code _____