



# Veterans Memorial Community Center

8055 Barbara Avenue  
Inver Grove Heights, MN 55077  
651.450.2585



## LARGE SPACE 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 INFORMATION:** \*\*See price sheet for options defined

- Gymnasium-Athletic       Gymnasium-Weekday       Gymnasium Wedding Package
- Gymnasium-Wknd(block)       Gymnasium-Wknd(full day)       Turf

**RENTAL OPTIONS:**

- National Guard Gymnasium       National Guard Room B       National Guard Room C
- East Rink       West Rink       West Rink-Turf
- Leisure Pool       Dive Well       Lap Pool (Lanes \_\_\_\_\_)

\*\*up to 8 lanes available

**Additional Rental Accessories:** \*\*See price sheet for accessory fees

- TV/DVD       Projection Screen       Podium

**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/CANCELLATION POLICY:** See 'Rental Agreement' for rental fee information.

**FOOD/BEVERAGE SERVICE:**

Renter providing food at event?  **Yes**     **No**    Rental Caterer: \_\_\_\_\_

- All food/beverages must be served by a licensed and insured provider if rental is 100 people or more.
- A copy of the license/insurance must be provided to the Rental Coordinator two weeks prior to event.

Caterer license/insurance received:  **Yes**     **No**

Renter serving alcohol at event?  **Yes**     **No**    Alcohol Provider: \_\_\_\_\_

- If alcohol will be served at Event, a City of Inver Grove Heights Officer must be present. Renter must notify facility rental coordinator 4 weeks prior to the event. A fee of \$66/hour is due two weeks prior.
- Consumption of alcohol must be finished one hour prior to end of rental.

**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 \_\_\_\_\_