



# CITY OF FALCON HEIGHTS

2077 W Larpenteur Ave  
Falcon Heights MN 55113  
Phone: 651-792-7600 Fax: 651-792-7610  
Email: mail@falconheights.org  
[www.falconheights.org](http://www.falconheights.org)

FOR OFFICE USE
Approval Date:
Rental Fee:
Receipt:
Damage deposit: Cash    Check    Card
Shred/Return Date:

## City Hall Facility Use Permit

FALCON HEIGHTS CITY HALL  
2077 Larpenteur Ave W  
Falcon Heights, MN 55113

Individual or Organization\* Name: \_\_\_\_\_

*\*Non-profit organizations must provide a tax exemption form in order to be eligible for tax-exempt rental*

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Approx. # of people: \_\_\_\_\_

Time Requested (Please check one):    9am-3pm    4pm-10pm    Full day

City Hall Facilities Requested (Please check all that apply): See reverse for descriptions & fees

Full Council Chambers    Partial Council Chambers (indicate front/back)    Kitchen    Conference Room

Will you require City staff to set-up chairs/tables?    Yes    No

Please describe use (Please note that City Hall cannot be reserved for private social gatherings):

\_\_\_\_\_

### NOTES:

**Refunds:** Request for refunds due to cancellation is subject to a cancellation fee. A refund, minus a \$25.00 administration fee will be issued for cancellation made 2 weeks (14 days) or more prior to the reservation date. No refund will be given for cancellations 13 or fewer days before the scheduled reservation. No refunds are made due to weather unless weather conditions are deemed as severe (tornado, lightning, etc.).

**Waiver:** The person or organization making this application assumes individual and joint obligation for replacements or payment in case of losses or damages resulting from their use of the building facilities, and agree to abide by the rules established by the City Council of Falcon Heights.

**Issues & Emergencies:** For non-emergency issues occurring outside of City Hall hours, please contact the Ramsey County Sheriff's Office dispatch at 651-767-0640. For all emergencies, call 911.

(additional notes on reverse)

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

City staff authorization: \_\_\_\_\_ Date: \_\_\_\_\_



### City Hall Facility Rental Fees

	Rental Fees			
	Capacity	3 hours	Half Day 9am-3pm/4pm-10pm	Full Day 8am-10pm
<b>Council Chambers</b> Full room (includes kitchen facility)	150 75 Seated	\$125.00 + tax	\$200.00 + tax	\$275.00 + tax
<b>Partial Council Chambers</b> (Front or Back Half)	75 30 Seated	\$60.00 + tax	\$115.00 + tax	\$175.00 + tax
<b>Kitchen Facility</b>	10 6 Seated	\$30.00 + tax	\$60.00 + tax	\$75.00 + tax
<b>Conference Room</b>	8 maximum	\$35.00 + tax	\$70.00 + tax	\$125.00 + tax
<b>Set Up Fee</b> (government entities exempt; subject to staff availability)	\$30.00			

**ADDITIONAL NOTES:**

**Key Pickup & Return:** Key pickup must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall during business hours. Keys can be returned during business hours; after hours drop-off is available via the drop box outside the main entrance.

Regular business hours: Monday -Friday 8:00am-4:30pm

Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon.

**Damage Deposit:** A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.

**Early Setup:** Facilities cannot be used beyond times indicated on this form. If you will need time to setup or take-down, please reserve the facility for a longer time.