



1902 County Road B East • recreationonline@maplewoodmn.gov • Phone: 651-249-2121 • Fax: 651-249-2109

COMMUNITY GYM PERMIT APPLICATION

APPLICANT INFORMATION

NAME: _____ ORGANIZATION GROUP: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

EMAIL: _____ RENTAL DAY CONTACT NAME: _____ PHONE: _____

Is the organization/group a 501(c) (3) or tax exempt?

NO YES If YES please attach a copy of current verification

RENTAL INFORMATION

FACILITY REQUEST: _____ INTENDED USE OF GYM: _____

DATE REQUESTED: _____ TIME OF EVENT: Start: _____ End: _____

**Include setup/takedown time for event*

EXPECTED # OF PARTICIPANTS: _____ EXPECTED # OF SPECTATORS: _____

If multiple dates are requested, please attach a separate document with dates, times, and number of courts.

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

NO YES If YES: Rental Name: _____ Location/City: _____ Date: _____

RENTAL DESCRIPTION: Please check the type of rental

Baseball Softball Soccer Volleyball Flag Football Basketball Other

Brief Description of Event: _____

ADDITIONAL NOTES REGARDING EVENT/RENTAL:

**Permits must be completed and returned at least 10 days before the 1st of the month of requested dates.
(Example: a rental request for June must be made no later than May 21)**

Facility	Court Capacity	Court Rental	FEE
Carver Gym	4—Volleyball Courts	1/2 Court (1 Volleyball Court or 1/2 Basketball Court)	\$40.00 per court per hour + Taxes
	2—Full Basketball Courts		
Edgerton Gym	2—Volleyball Courts	Full Court (1 Full Basketball Court)	\$60.00 per court per hour + Taxes
	1—Full Basketball Court	Entire Gym (8+ hour rental)	Call 651-249-2121 for pricing

CANCELLATION POLICY

All cancellations must be made in writing. Cancellations received 30 days before rental will receive a full refund. Cancellations received 29-15 days before rental will receive at 50% refund. Cancellations received within 14-0 days before rental will not be refunded. If Maplewood Parks and Recreation closes the gyms due to weather or other reasons rentals will receive a full refund.

By signing this application form I am agreeing to proper care and use of the facility I rented. I will leave the gym in the condition that it was in when I arrived minus the expected normal wear and tear of said event. I agree to be bound by the above terms as a condition to the issuance of a Community Gym Permit.

Office Use Only

Fee Amt. _____ Check# _____ Cash _____ CC _____
 Date Rec'd _____ Staff _____
 Damage Deposit Forfeit: Yes or No
 Reason: _____

SIGNATURE OF APPLICANT _____ **DATE** _____