

Richfield Recreation Services

COMMUNITY CENTER ROOM RESERVATION FORM MUST BE RETURNED TO CONFIRM RESERVATIONS

Name of Organization/Event		Today's Date	
Applicant (please print)		Applicant Address	
Applicant Phone		2nd Contact Person	
Address		Phone #	
Date(s) Requests	Hours Requested Start Time: End Time: (time last person will leave):	Expected Attendance (A \$200 DAMAGE DEPOSIT MAY APPLY FOR GROUPS OF 50 PEOPLE OR MORE)	
Room(s) Requested			
Signature of Applicant (if you're completing this electronically, enter your initials)			

What food will you have*? Full Meal Coffee/Snacks None

*MEALS CAN ONLY BE SERVED IN BASEMENT (AUGSBURG OR NICOLLET ROOMS).

*GROUPS SERVING MEALS ARE SUBJECT TO A \$200 DAMAGE DEPOSIT.

Will you need the Community Center Equipment? Yes No If yes, please check the following:

- | GENERAL EQUIPMENT | | TABLES/CHAIRS | KITCHEN |
|--|--|--|--|
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Keyboard (downstairs) | <input type="checkbox"/> Tables Only | <input type="checkbox"/> Coffee Pot Only |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> Whiteboard/Blackboard | <input type="checkbox"/> Chairs Only | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> PA system* | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Tables/Chairs | <input type="checkbox"/> Stove |
| <input type="checkbox"/> Movie Screen | <input type="checkbox"/> Piano (upstairs) | | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Podium | <input type="checkbox"/> TV/VCR/DVD | | |

THE EXISTING PA SYSTEM MUST BE USED FOR MUSIC. NO OUTSIDE DJ'S ARE ALLOWED.

A \$200 DAMAGE DEPOSIT MAY APPLY FOR USE OF THE PA SYSTEM.

ROOM CAPACITIES

Room	Theatre	Congregate Dining	Board Room	Card Tables & Chairs	Horseshoe	Classroom w/ Long Tables (3 per table)	Classroom w/ Card Tables (3 per table)
Richfield	100	N/A	35	100	30	12 to 24	51
Fireside	N/A	N/A	8 to 12	N/A	N/A	N/A	N/A
Ruth Johnson	30	24	20	24	15	20	18
Nicollet	60	60	35	48	30	30	48
Augsburg	40	48	35	40	30	30	40
Nicollet/Augsburg	90	150	N/A	80	N/A	45	80

