

# PLYMOUTH CREEK CENTER FIELDHOUSE USE REQUEST FORM

Plymouth Creek Center, 14800 34<sup>th</sup> Ave. N., Plymouth, MN 55447

Phone: (763) 509-5280 Fax: (763) 509-5290 www.plymouthmn.gov cfleck@plymouthmn.gov

Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

\*Plymouth Group  Non-Plymouth Group

Type of Event \_\_\_\_\_

Date(s) \_\_\_\_\_

Size field you would like to use:  Full Field (100yd. X 60yd.)  Half Field (45yd. X 60yd.)

Beginning Time \_\_\_\_\_ a.m./p.m. End Time \_\_\_\_\_ a.m./p.m.

Special Needs: \_\_\_\_\_

Number attending: \_\_\_\_\_ Seniors \_\_\_\_\_ Adults \_\_\_\_\_ Youth \_\_\_\_\_ Preschool

- Multiple-time use requests should be made in writing no less than 30 days in advance of the event. One-time use requests may be made up to 7 days prior.
- You will receive a Facility Use Permit/Contract by mail or email confirming your event. Please bring this permit with you to the field.
- Changes or cancellations will incur a service charge of 5% of that rental. Groups canceling less than 60 days prior to rental date will receive the remaining 95% refund if time is taken by another group.
- For one-time users, fees are due at time of application. Seasonal users pay for the first month with their application, then they will be billed monthly. Each subsequent month's rent is due by the end of the previous month.

## **SALES TAX WILL BE CHARGED UNLESS A COPY OF THE GROUP'S TAX EXEMPT CERTIFICATE IS ON FILE.**

The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Creek Center Fieldhouse, including cancellations procedures, liabilities and responsibilities assumed, times and curfews. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (we) further understand that fees paid are refundable only in accordance with City policies listed above.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Plymouth Creek Center accepts cash, checks or credit cards. Please make checks payable to the "City of Plymouth."*

Visa/MasterCard/Discover/AmEx # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_

**\*Plymouth groups must have at least 50% Plymouth Residents or be from a school, church or business located in Plymouth.**