



City of Rice
 205 Main St E – PO Box 179
 Rice, MN 56367
 320 393-2280



NON-PROFIT ORGANIZATION BUILDING RENTAL APPLICATION

All Non-Profit Organizations that want to use a Rice facility need to complete a Non-Profit Organization Building Rental Application; and, submit it to the City Offices with the applicable rental payment. Incomplete applications will not be processed until all information has been received; therefore, risk of losing the date(s) you are requesting.

INDICATE BUILDING: Lions Building _____ Old Village Hall _____

PAYMENT MUST ACCOMPANY RENTAL APPLICATION

RATE INFORMATION:
 Class II: \$20.00/Day or Special Event; and/or \$30.00/Quarter for regular meeting
 No damage deposit required – waived for non-profit organizations/groups;
 However, a Certificate of Insurance is required if alcohol is present.

Name of Non-Profit Organization: _____

Main Contact Person's Name (Please Print): _____

Main Phone #: _____ Alternate Phone #: _____

Meeting Date	Begin Time	End Time	Dates Cont.	Begin Time	End Time

 Signature of Applicant _____
 Date

Revised January 23rd, 2019

FOR CITY OFFICE USE ONLY:

Date Payment Rec'd: _____ Rental Amount Paid: _____ Cash/Check# _____

Reservation Application Approved? YES ____ NO ____