



**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. **NO LIVE ANIMALS ALLOWED**

**INDICATE BUILDING: Lions Building \_\_\_\_\_ Old Village Hall \_\_\_\_\_**

PAYMENT MUST ACCOMPANY RENTAL APPLICATION  
 RATE INFORMATION:  
 Class II: \$30.00/Day or Special Event; and/or \$40.00/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 #: <span style="float: right;">Alternate Phone #:</span>

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

\_\_\_\_\_  
 Signature of Applicant Date  
 Revised 2024

**FOR CITY OFFICE USE ONLY:**  
 Date Payment Rec’d: \_\_\_\_\_ Rental Amount Paid: \_\_\_\_\_ Cash/Check# \_\_\_\_\_  
 Reservation Application Approved? YES \_\_\_\_ NO \_\_\_\_