



PARKS AND RECREATION

REQUEST FOR PICNIC SHELTER RESERVATION—FOR PRIORITY LEVEL 2 THROUGH 7

USER INFORMATION

TYPE OF EVENT:		PRIMARY CONTACT NAME:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:		ALTERNATE PHONE NUMBER:	

SECONDARY CONTACT NAME:		SECONDARY CONTACT TITLE:	
ADDRESS:	CITY:	STATE :	ZIP CODE:
EMAIL ADDRESS:			
PHONE NUMBER:		ALTERNATE PHONE NUMBER:	

RESERVATION INFORMATION

TOTAL NUMBER OF GUESTS:	PERCENTAGE OF MENDOTA HEIGHTS RESIDENTS USING SHELTER:
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Picnic Shelter Requested:

- Friendly Hills-2360 Pueblo Lane
- Kensington-2627 Concord Way
- Mendakota-2171 Dodd Road
- Roger’s Lake-1000 Wagon Wheel Trail
- Valley Park-821 Marie Avenue
- Wentworth-739 Wentworth Ave

Type of Event

Any special accommodations?

Will you need extra tables?

Yes No

If so, how many: _____

*Tables are an additional \$15 per table per day

RESERVATION INFORMATION (CONTINUED)

Date(s) Requested:	From:	To:	
Days of the Week Requested:	<input type="checkbox"/> Monday	START TIME	END TIME
	<input type="checkbox"/> Tuesday	START TIME	END TIME
	<input type="checkbox"/> Wednesday	START TIME	END TIME
	<input type="checkbox"/> Thursday	START TIME	END TIME
	<input type="checkbox"/> Friday	START TIME	END TIME
	<input type="checkbox"/> Saturday	START TIME	END TIME
	<input type="checkbox"/> Sunday	START TIME	END TIME

COMPLIANCE STATEMENT

I have read and understand the Mendota Heights Picnic Shelter Policy and agree to comply with all applicable requirements of the policy as they relate to my organization.

I certify that the information that I have provided is true and accurate to the best of my knowledge. If the information that I have provided or my request changes, I will submit a revised application or additional information.

X _____
Signature

Date

FOR OFFICE USE ONLY		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Application Fee: \$	Date Application Received:	Time Application Received:	
Payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card			