



**CITY OF MORA  
FACILITY USE PERMIT APPLICATION**

**City of Mora  
101 Lake St S  
Mora, MN 55051  
ci.mora.mn.us / PH: 320.679.1511**

Only completed applications with appropriate fees will be accepted. Please refer to our website for the Public Property Use Policy for additional information & rules. Qualifications must be made within five (5) business day's prior to event in order to receive any refund.

FACILITY RENTED:(Check One) Gazebo JC Ballfield's Library Meeting Room Memorial Garden Picnic Shelter City Property

Name of Organization:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Phone (H):\_\_\_\_\_ (C):\_\_\_\_\_ (W)\_\_\_\_\_

Email:\_\_\_\_\_ Address:\_\_\_\_\_ City/State/Zip:\_\_\_\_\_

Deposit Refund Name & Address (If different than above):\_\_\_\_\_

Activity Facility Will Be Used For:\_\_\_\_\_

Date(s) Requested:\_\_\_\_\_ Times Start:\_\_\_\_\_ End:\_\_\_\_\_

\_\_\_\_\_ Times Start:\_\_\_\_\_ End:\_\_\_\_\_

**Important information to know:**

1. Reservations must be submitted no less than 48 hours prior to the event.
2. Submit a complete application to the City along with the required application fee & key deposit.
3. If applicable, keys may be picked up from Mora City Hall 48 hours prior to reservations M-F, 8am-4pm. Keys must be Returned to Mora City Hall within 72 hours from end of reservation. Failure to do so will result in loss of key deposit.
4. All parks close at 10pm. Mora Code of Ordinance §55.02 (K).
5. Smoking and all other tobacco use is prohibited in Library Park. Tobacco Free Parks Policy dated November 16, 2010.
6. Malt liquor and wine may be consumed in any park from non-glass containers. Mora Code of Ordinance §55.02 (G).
7. Event organizer's are responsible for clearing and disposing of garbage with the receptacles on site as well as making making sure all facilities & electric boxes are locked at the event's conclusion.
8. Bring this form with you the day(s) of your rental as proof of rental.

**Facility Use Waiver of Liability Agreement:**

I agree to abide by all applicable City Ordinances regarding special events and the use of public parks. I agree to indemnify and hold the City of Mora harmless for any personal injury claims resulting from our use of public property or organized public event and waive any right to make claims or bring lawsuit against the City or anyone working on behalf of the City. I agree to pay for any damages done to public property as a result of our organization's use of public property that exceeds the damage deposit.

\_\_\_\_\_  
Signature of Authorized Representative Address/City/St/Zip Date

Complete form and return along with the appropriate fees to City of Mora, Attn: Jeff Krie 101 Lake St. S., Mora, MN 55051

**FOR OFFICE USE ONLY**

Payment:	Date Paid:_____	Cash/Check#:_____	Amount Paid:_____	Staff Initials:_____
Key Deposit:	Date Paid:_____	Cash/Check#:_____	Amount Paid:_____	Staff Initials:_____
Key:	Key #:_____	Date Issued:_____	Date Returned:_____	
Key Deposit:	Date Returned:_____	Cash or Check#_____	Staff Initials:_____	

**\*Fee amount on other side**

**Fee:**

Key Deposit (all facilities)	\$50
Cancellation Fee	\$15

Library Meeting Room	
Individual's, Business, Fund Raising	
First 4 hours	\$75
Each additional hour	\$10

Non-Profit Groups, Clubs, Public	
Agencies Cleaning Fee	\$35
Kitchen Use	\$35

<b><u>Memorial Garden</u></b>	\$0
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**JC Ballfields (organized groups only)**

Adult Use Charge (per home team)	\$150
Youth/Mixed Registration (per league)	\$50
Youth/Mixed Use Charge (per week)	\$25
Daily Use	\$75
Daily Use (non-profit)	\$35

**Park Shelter/Gazebo**

Reservation Fee	\$35
Public Performances	waived
(Where no fee is charged or requested)	