Facilities Request Form

Fill in Form with all Required Information | Print and Return To:

Parks & Recreation Office, 2707 Arena Drive NE, Willmar

Phone: (320) 235-1454 | Email: parksandrec@willmarmn.gov

Today's Date: _____

Applicant Name: _____

Representing: _____

Address: _____ City: _____ Zip: _____

Email Address _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Proposed Use: _____ Estimated Attendance: _____

Date of Proposed Use: _____ Time: _____

To reserve a Facility, please mark your selection with an X

City Auditorium
Gymnasium_____
Gun Range_____

Civic Center Arena
Cardinal Ice Arena_____
Cardinal Dry Floor_____
Blue Line Ice Arena_____
Blue Line Dry Floor_____
Civic Center Lobby_____

Baseball/Softball Fields
Baker Field_____
Orange Field_____
Blue Field_____
Red Field_____
Yellow Field_____
Green SB Field_____

In the boxes below, enter the number of any furnishings needed or Y/N for any equipment needed

Tables_____ Chairs_____ Podium_____ TV/DVD_____

In the boxes below, enter the number of hours or days you would like to rent the facility

	Price per Hour		Hours		Total
Gymnasium [1-6 Hours]:	$50.00	50.00	x	=	$ 0.00
	Price per Day		**Number of Days**		**Total**
Gymnasium [7 or more hours]:	$300.00	300.00	x	=	$ 0.00
	Price per Day		**Number of Days**		**Total**
Gun Range:	$80.00	80.00	x	=	$ 0.00
	Price per Hour		**Hours**		**Total**
Cardinal Ice Arena:	$150.00	150.00	x	=	$ 0.00
	Price per Day		**Number of Days**		**Total**
Cardinal Dry Floor:	$580.00	580.00	x	=	$ 0.00
	Price per Day [Not Including Additional Fees]		**Number of Days**		**Total**
Blue Line Ice Arena:	$150.00	150.00	x	=	$ 0.00
	Price per Day		**Number of Days**		**Total**
Blue Line Dry Floor:	$400.00	400.00	x	=	$ 0.00
	Price per Day [Not Including Additional Fees]		**Number of Days**		**Total**
Civic Center Lobby:	$75.00	75.00	x	=	$ 0.00
	Price per Day [Not Including Staffing]		**Number of Days**		**Total**
Baseball/Softball Fields:	$50.00	50.00	x	=	$ 0.00
	Price per Day	**per Field**	**Number of Days**		**Total**

Comments