



**APPLICATION FOR USE OR RENTAL OF WATERTOWN COMMUNITY CENTER**

Applicant/Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Room Desired: Meeting Rooms A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Kitchen \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Purpose of Meeting: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Will a fee be charged or donations solicited from participants: Yes \_\_\_ No \_\_\_ If so, how much? \_\_\_\_\_

Will refreshments be served? Yes No What type \_\_\_\_\_

Will alcohol be served? Yes No What type \_\_\_\_\_

How will alcohol be served? \_\_\_\_\_

**I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED CONTRACT.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of organization, group or individual

\_\_\_\_\_  
Signature

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- A. **RESIDENTS** - \$150.00 one room + \$12.56 tax = **\$162.56**  
                   \$225.00 two rooms + \$18.84 tax = **\$243.84**  
                   \$300.00 three rooms = \$25.13 tax = **\$325.13**  
                   \$20.00/Hour One room by the hour M-TH during City Hall Hours=**\$21.68 Per/Hour with tax**  
                   (a resident is a person who resides within the city limits of the City of Watertown)

- B. **NON-RESIDENTS** - \$200.00 one room + \$16.75 tax = **\$216.75**  
                   \$325.00 two rooms + \$27.22 tax = **\$352.22**  
                   \$450.00 three rooms = \$37.69 tax = **\$487.69**  
                   \$25.00/Hour One room by the hour M-TH during City Hall Hours=**\$27.09 Per/Hour with tax**

**DAMAGE DEPOSIT:** 1 room is **\$250.00**; 2+ rooms is **\$500.00** (*separate check to be held until room(s) is/are checked*)  
**KEY DEPOSIT:** If a key is needed, a deposit of \$10.00 per key is required. **If cleaning, chair/table take down is not completed, or key is not returned, a portion of your damage/clean-up deposit may be kept by the City.**

This application/request approved/disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

Damage and Clean-up Deposit Received on: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

**(Please return this application to Watertown City Hall,  
 309 Lewis Avenue South, Watertown, MN 55388. Phone 955-2681)**