



**City of Coos Bay**  
**Public Works & Community Development Department**  
 500 Central Ave., Coos Bay, Oregon 97420  
 Phone –(541)-269-1181 \* fax 541-269-8916

## MINGUS PARK COMMUNITY BUILDING RENTAL APPLICATION

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

Hours of Activity: From \_\_\_\_\_ To \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Rental Fee (including Technology fee): \$\_\_\_\_\_ Driver's License: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

*I/we agree to indemnify and forever hold harmless the City of Coos Bay against any and all claims and demands or actions which may be at any time be made or instituted against the City of Coos Bay arising out of our occupancy of the above-named facility. I/we further agree to assume all cost of any damage to the building or contents during the period authorized, resulting from our use of building or its contents. I/we further agree that no alcoholic beverages will be served or used. There will be no smoking allowed inside the building and we will comply with all other city rules and regulations. I/we will be responsible for the portion of the building we use being in a clean and orderly state after our scheduled use. Any decorations used will in no way deface the building and all decorations will be removed after the function. No city equipment or property will be moved or altered without specific authorization from a city representative.*

Applicant will be required to provide the City with a copy of their current Driver's License at the time application is made.

Failure to leave building in its pre-event condition will result in cleaning being done by the City and applicant to be invoiced for the cost incurred. If costs not paid, follow-up will be done by our Codes Enforcement Department.

A refund due to cancellation will not be allowed less than 48 hours before the scheduled event.

Keys are to be returned no later than 10:00 AM the following business day. If scheduled usage ends after 5:00 PM on Friday, keys are to be returned no later than 12:00 PM on the following Monday. Failure to return the key will result in follow-up by our Codes Enforcement Department.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

PROCESS	DATE
Rent Paid – check #	
Key Issued	
Key Returned	
Confirmation from Shops of building left in pre-event condition	
Date referred to Codes Enforcement (if necessary)	