



# REDWOOD COUNTY FACILITY USE APPLICATION

## APPLICANT INFORMATION

Organization: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

## EVENT DETAILS

Date(s): \_\_\_\_\_ Open Door Time: \_\_\_\_\_ Lock Door Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Number attending: \_\_\_\_\_ Room Setup: \_\_\_\_\_ Technology: \_\_\_\_\_

## MEETING ROOM REQUESTED

Government Center: 403 South Mill Street, Redwood Falls

- Commissioners Board Room (capacity 20)
- Learning Center Meeting Room (capacity 50 classroom style)
- License Center Meeting Room (capacity 20)

Government Services Building: 302 East Third Street, Redwood Falls

- Conference Room (capacity 20)
- Redwood Connect Room (capacity 12 classroom style)

## Additional notes:

**Liability:** *The persons and/or organizations using a Redwood County Facility, by signing and accepting a permit for the use of the facilities, agree to indemnify Redwood County for any damage to the center and its property by any participant or public party involved in the use of the facility. You also agree to assume all liability for injury to, or death of, any participant and public party involved in the use of the facility. You also agree to indemnify and hold harmless Redwood County, its employees, agents and servants from any and all liability for injuries to any person or property of any employee, agent, invitee or other person entering onto the premises during such periods as they are used by the applicant. Any damage to facilities or equipment shall be reported immediately to the custodian on duty by the group supervisor. I hereby, certify that I am an agent of the above named organization and am authorized to accept in their name, the responsibility for observance of the rules and regulations of Redwood County.*

Applicant Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Return completed application and payment to:  
Redwood County Government Center  
Attention: Administration  
403 South Mill Street Redwood Falls, MN 56283

Email: [redwoodcounty@co.redwood.mn.us](mailto:redwoodcounty@co.redwood.mn.us)  
Phone: (507) 637-4016

Office Use

Application received by: \_\_\_\_\_

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