



City of Albertville
 5959 Main Ave, P.O. Box 9
 Albertville, MN 55301-0009
 Phone: 763-497-3384 Fax: 763-497-3210 Today's Date _____

SECURITY CARD & CITY HALL RENTAL FORM

Security Card Date Requested:	Room:		
Contact Person:			
Address:		Home Phone No.:	
		Cell Phone No.:	
<p>Expected of parties using City Hall space – room should be cleaned up the same day it is rented so it will be clean for others to use. Rooms will be inspected before damage deposit is returned. If the room is not cleaned up there will be a charge.</p> <p>All City Hall buildings close at 10:00 p.m.; therefore all parties are expected to vacate the premises by 10:00 p.m. including the parking lot.</p> <p>Key card and security access codes need to be picked up at City Hall prior to the date requested between 9:00 a.m. - 3:30 p.m. Monday through Thursday, and 9:00 a.m. - 1:00 p.m. Friday. If you're reserving the building or various rooms on a Saturday or Sunday, remember to pick up your key card and security access on Friday.</p>			
Group / Organization Name:			
Scheduled Event:	Charging Fee for Event?	How much?	
Date of Event:	Start Time:	Finish Time:	
Signature of Requester:			
Date key card and security access code picked up:		4 Digit Code:	
Date key card and security access code returned:		Doors Open:	
ROOM RENTAL INSPECTION REPORT			
Room was clean <input type="checkbox"/> yes <input type="checkbox"/> no			
Comments:			
Office Use Only			
Rental Fee paid:	Paid:	cash	check charge
Damage Deposit Fee paid:	Paid:	cash	check charge
Damage Deposit returned:	Date check mailed:		

