



 430 Third St., Farmington, MN 55024
 651-280-6800
 FarmingtonMN.gov

Farmington City Hall Conference Room Rental Application

RENTER INFORMATION

Organization: _____

Responsible Person(s): _____

Address: _____

Phone: _____ E-mail: _____

RENTAL REQUEST INFORMATION

Reservation Date: _____ Number of People: _____

Reservation Time: from _____ (a.m. / p.m.) to _____ (a.m. / p.m.)

☐ Large Conference Room (accommodates 16 people) \$25 for two-hour time block*

☐ Small Conference Room (accommodates 10 people) \$20 for two-hour time block*

*\$8 each additional hour

RENTAL REQUIREMENTS

1. A reservation date can be tentatively held verbally for 48 hours.
2. The fee may be waived if a city staff member is assigned to a group as a part of their work duties and assumes responsibility for the room reservation.
3. A 30-day cancellation notice is required for a full refund. If we are notified of your cancellation 30 days prior, a full refund will be given. No refunds will be issued for cancellations made less than 30 days prior to an event.
4. See attached Meeting Room Guidelines for complete fees and regulations.

Applicant Signature

Date