



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> ACTION REQUESTED	<b>Action Requested:</b> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item
<b>Submitted by:</b>	<b>Department:</b>
<b>Presenter (Name &amp; Title):</b>	<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

**City of Brainerd  
Parks and Recreation Department  
Request for Use of City Facilities**

Date of Request 4.6.2021 Mid-MN. WOMENS CENTER  
Request submitted by LENORA ZINO - COMMUNITY RELATIONS COORD  
Address (Street/City/State/ZIP) (MAILING) P.O. Box 602 BRAINERD, MN. 56401  
(PHYSICAL) 1414 MAPLE ST. BRAINERD, MN. 56401  
Phone (H) <sup>(218)</sup> 828-1214 (C) <sup>(218)</sup> 537-0588 E-mail VOLUNTEER@WOMENS  
Date(s) Requested <sup>SUN.</sup> Aug. 15th 2021 Time(s) CENTER ONLINE .ORG  
11AM - 6 PM  
Facility(s) Requested PAVILLION I  
Event Name M.M.W.C 3RD ANNUAL FAMILY FUN DAY  
Description of Event A COMMUNITY GATHERING OF FREE  
FOOD, GAMES, ACTIVITIES & INTERACTION WITH OUR LOCAL  
EMERGENCY RESPONSE PERSONNEL  
Number of people (approximately) 800-1000 people  
Special Requests (over and above routine maintenance) EXTRA GARBAGE  
CANS  
Will food or beverages be sold? NO  
If yes, please describe \_\_\_\_\_

Mobile Food Trucks must apply for a permit from the Parks and Recreation Department.

**Please Note: Reservation requests will be scheduled in the order received.**  
**If your event requires special consideration, please allow enough time for it to be included on the agenda of the regular Park Board meeting that falls on the fourth Tuesday of each month.**  
**Requests can be submitted to parks@ci.brainerd.mn.us or to the Lum Park office.**

City park hours are 10:00 a.m. to 10:00 p.m. daily. If special hours are requested, please provide specific information under "Special Requests".

<b>INTERNAL NOTES</b>
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