

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

Date of Request \_\_\_\_\_

Request submitted by \_\_\_\_\_

Address (Street/City/State/ZIP) \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) \_\_\_\_\_

Facility(s) Requested \_\_\_\_\_

Event Name \_\_\_\_\_

Description of Event \_\_\_\_\_

Number of people (approximately) \_\_\_\_\_

Special Requests (over and above routine maintenance) \_\_\_\_\_

Will food or beverages be sold? \_\_\_\_\_

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".*

**INTERNAL NOTES**