



### **Graham Park Non-Profit Application**

The Non-Profit Application is for an event that is planned and conducted by an outside non-profit organization with the assistance of County staff time, equipment, and/or the use of facilities. The County does not provide monetary funds for Non-Profit events, but in-kind services. Applications are reviewed on a Quarterly basis (March, June, September and December). Organizations seeking the Non-Profit rate are required to submit a Non-Profit application (6) six months prior to their event. The County will sponsor the event by renting to them Aune Hall the discounted rate of \$330 per day for Monday-Thursday and \$400 per day and \$900 for the entire weekend for Friday-Sunday and Olmsted County allocates funds (\$3000) annually for the purpose of assisting non-profit Olmsted County-based organizations hosting community events in our other facilities at Graham Park.

### **Non-Profit Application Criteria Checklist**

- **All applications in consideration must meet the following criteria:**
- **Attach a cover letter fully detailing your event and its purpose.**
- **Applicant must show proof of 501(c) 3 non-profit status or that the event is not for profit.**
- **Applicant must be based in the incorporated boundaries of the Olmsted County.**
- **Applicant's event must be open to all Olmsted County residents. .**
- **Applicant must fill out a Special Event Application.**
- **The applicant's event must be a benefit to the Olmsted County Community.**
- **Submit Co-Sponsorship Application to the Graham Park Site Manager throughout the year and it will be review quarterly (March, June, September, and December)**

Please print or type the information below and answer all areas as thoroughly as possible. If the information does not pertain to your activity, indicate *not applicable* (N/A).

- Name of Event:
- Type of Event:
- Date of Event:                      New Event                      Returning Event;    # of years offered:
- Proposed Starting Time:                      Proposed Ending Time:
- Set Up Time:                      Tear Down Time:
- Requested Location(s):

- Hosting Organization:
- Events Chairperson (s) Names (s)
- Address:
- Day Phone:                      Evening Phone:                      Fax:
- Message Phone:                      Email Address:
- Alternate Event Contact:                      Phone:

- Who is the target audience for the activity?
- Estimated Attendance:                      Estimated Number of Volunteers/Staff:
- Will any fees be charged? YES NO                      If so, what fees will be charged?
- Will fees be collected on site? YES NO                      Who will the proceeds benefit?
- Are you requesting that alcohol be served? YES NO    Will alcohol be sold on site? YES NO

**COUNTY STAFF**

- Will County staff be requested for:
  - Planning                      Set-Up                      During Event                      Clean-Up
- If so, indicate the estimated number of staff, duties to be performed and hours to be assigned:
- If County staff assistance is requested, the applicant may be charged additional fees to cover the cost incurred by the County. Please note that additional staff may be added at County's discretion.

**EQUIPMENT**

Please indicate if the following equipment is requested from the County and the number of units required:

- Tables:
- Chairs:
- Picnic Tables:
- Portable Fencing:
- Bleachers:
- Dumpsters:
- Concrete Barricades:
- Message Board:
- Other:

**PORTABLE RESTROOMS**

- Will additional portable restrooms be brought to the event site? YES NO
- If YES, please name the company bringing the portable restrooms:
- Company Name: Phone #:
- Number of Restrooms: ADA:

**EVENT SITE**

Please explain exact location for your event:

## Graham Park Non-Profit Application

A map of the event site is required and should indicate event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below, or attach your map to the application upon submittal.

Total Estimated Cost to Olmsted County: \$

Submit application to:

**Olmsted County Facilities and Building Operations**

**Attn: Graham Park**

**2122 Campus Drive SE, Suite 200**

**Rochester MN 55904**

[Grahampark@olmstedcounty.gov](mailto:Grahampark@olmstedcounty.gov)

For additional information: [Grahampark@olmstedcounty.gov](mailto:Grahampark@olmstedcounty.gov)