



Request for Use of Park Facilities

Washington County Park Facilities are available to internal County departments for County use between the hours of 9:00 am – 3:30 pm.

Reservations are not accepted greater than 90 days in advance.

Please select the facility you are requesting:

- Cottage Grove Ravine Regional Park – Multi-Purpose Room (Capacity: 40; available Apr 1 – Oct 31)
- Historic Courthouse – Courtroom (Capacity: minimum – 16, maximum – 200)
- Historic Courthouse – North Lobby (Capacity: 15)
- Historic Courthouse – Register of Deeds (Capacity: 15)
- Lake Elmo Park Reserve – Nordic Center (Capacity: 88; available Apr 1 – Oct 31)

Contact Info:

County Department Name: _____

Contact Name for Day of Meeting: _____

Extension: _____

Size of Group: _____

Date of Requested Use: _____

Times of Requested Use: _____ to _____

Will you be using A/V Equipment? Yes _____ No _____

Conditions:

- Please check in at the Park office upon arrival in case the building/room needs to be unlocked.
- The room will be in a standard set-up; if changes need to be made, please allow your group time to make necessary changes.
- County departments provide their own coffee and break supplies and perform clean-up for all meetings.
- Vehicle permits are required on all vehicles entering a Washington County Park (except the Historic Courthouse).
- Washington County Parks reserves the right to move a group based on size and availability of facilities.

Check-out procedures:

- Put away any A/V equipment you used.
- Dispose of any trash/recycling in containers provided at the site.
- Remove all personal belongings.
- Check out at the Park office before you leave to let staff know you are finished with the facility.

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