

City of Halstad, Minnesota
LRC Community Center Rental Agreement

This LRC Community Center Rental Agreement is made between the City of Halstad, Minnesota (“City”), and _____ (“User”)

WHEREAS, the City owns a Community Center that it rents out to individuals or groups; and

WHEREAS, the User has submitted a Rental Application to use the Center for: _____ (“Event”)

WHEREAS, the City has adopted Rental Rules and Regulations which are included in this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

- **Community Center.** The City rents its community Center to the User. This Agreement [Does] or [Does Not] include the use of the kitchen. Any offices or private areas of the Center may not be used.
- **Rent and Deposits.** The user agrees to pay according to the following rental schedule:

MAIN ROOM:

Any church, organization, or school located within Halstad \$00.00
Cleaning Fee if needed at \$50.00 per hour

Any resident or business of Halstad(456-457 service area) \$00.00
Cleaning Fee if needed at \$50.00 per hour
Security Deposit (refunded after event) \$200.00

Any resident or business from outside of Halstad \$200.00
Cleaning Fee if needed at \$50.00 per hour
Security Deposit (refunded after event) \$200.00

KITCHEN:

Anyone using the kitchen \$50.00
Additional Cleaning if needed at \$50.00 per hour
Need designated person present. \$15.00 per hour (Negotiable with Halstad City Council)

LIQUOR

Alcohol Sales, liability insurance is required.
Additional Security Deposit (refunded after event) \$200.00

Minors

Events for minors requires one adult for every 25 minors

- The City [Does] or [Does Not] authorize food to be served at the Event as described in the Application.
- Alcohol. Alcohol [Will] or [Will Not] be sold at the Event. If alcohol will be sold, the User agrees to comply with all liquor licensing requirements. Sale of alcohol also requires rental liability insurance. Insurance certificate is required.
- **Property Damage/Missing Items.** The User agrees to pay the City for any physical damage to the Community Center or its contents during the Event. The User also agrees to replace or pay the cost of replacement for any missing items.

- Indemnification. The User shall defend, indemnify and hold harmless the City and its officials, employees, and agents from any liabilities, judgments, losses, costs or charges result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property damage caused by, arising out of, related to or associated with the use of the Community Center by the User or by the User's guest or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.
- Waiver and Assumption of Risk. The User knows, understands, and acknowledges the risks and hazards associated with using the Community Center and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Center and hereby irrevocably releases and discharges the City and any of its officials, employees, or agents from any and all claims of liability.
- Kitchen/Food. Users may provide their own food and beverage or utilize a professional caterer. If the kitchen is used, all dishes, pots, pans, glassware, silverware, and other utensils must be washed, dried, and returned to their original location. Floor swept and mopped.
- Clean Up. The User is responsible for leaving the Center in as good or better condition than found. All tables and chairs must be returned to their original position. All floors must be swept. The User must remove all garbage.
- Maximum Capacity. The maximum capacity of the Center is _____ persons. Under no circumstance shall the number of persons at an Event exceed the maximum capacity.
- Restricting Use. The City shall have the authority to prohibit or limit use of the Center.
- General Provisions. This agreement supersedes any prior or contemporaneous representation or agreements, whether written or oral, between the Parties and contains the entire agreement. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. If the court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties caused this Agreement to be approved on the dates below.

By signing this agreement, I declared that I have read, understand, and agree to all of the terms and conditions of this Agreement.

USER _____ DATE _____

Duly Approved by:

City Representative

(Internal Use Only)

Total Rental Fees Paid: \$ _____ Cash Check Check # _____

Total Deposits Paid: \$ _____ Cash Check Check # _____

Additional Cleaning Fees, if applicable: \$ _____ Amount of Deposit Returned: \$ _____

Comments:



LRC Community Center Cleaning Checklist

General Cleaning

- Put all tables and chairs away. The chairs should be stacked neatly in the racks and the tables can be stacked under the stage.
- Take out all garbage to the dumpster provided located in the alley.
- Clean both the men's and women's bathrooms. There are cleaning supplies located in the storage room in the southeast corner of the building.
- Sweep the floors in the bathrooms, the entry and the main room. The brooms are also located in the storage room.
- Remove any personal belongings that were brought in for your event.
- Turn off all of the lights and make sure all doors are locked before you leave. Return the key to the Halstad Municipal Utilities office or place in the dropbox.

*All the above items must be done in order to get your deposit back. If additional cleaning needs to be done, you will be charged \$50.00 per hour of cleaning.

Kitchen Cleaning (applies if any part of the kitchen was used)

- Wash, dry and put away any dishes, silverware, cookware, etc. that were used.
- Remove any items that were brought in, including anything that was placed in the refrigerator.
- Wipe off the serving counter and all food prep counters/tables with a mild detergent and warm water. Use a sponge or dishcloth; anything abrasive will make scratches in the stainless steel. Dry thoroughly with dry cloth.
- Spot clean the floor where any grease was spilled. Then sweep the entire kitchen floor.

Please use the following instructions to clean the appliances that were used for your event

- Clean the interior, exterior and the door of the microwave with a mild detergent and warm water using a sponge or dishcloth.
- Make sure the grill has had enough time to cool before cleaning. Remove the grill grates and grease drawer and wash with hot soapy water. Before reinstalling the parts, make sure they are completely dry.
- Allow the oven and stove top burners to cool before cleaning. Clean any spillovers in the oven with hot soapy water and a Brillo pad. Remove the stove top grates and wash with hot soapy water. Dry thoroughly before replacing.
- Allow the griddle to cool before cleaning. **Never use soap and water on the griddle.** Scrape off any food debris with a nylon scraper. Wipe clean with a damp cloth. Remove the drip pan and wash with hot soapy water. Dry thoroughly before replacing.
- Clean the back splash with hot soapy water. Also, look for any grease or spills on the appliance's stainless steel. Wipe clean with hot soapy water and dry with a clean dry cloth.

*All appliances used must be cleaned in order to get your deposit back. If additional cleaning is needed, you will be charged \$50.00 per hour of cleaning.

The building should be left just as clean or in cleaner condition than before your event