



Community Center Rental Agreement

OFFICE OF THE CLERK
 107 2nd Street SW
 P.O. Box 307
 Twin Valley, MN 56584-0307
 Office 218.584.5254
 Fax 218.584.5723
www.TwinValley.govoffice.com

This Application form and rental fee must be provided to the City to guarantee your room reservation—any reservation without this application and rental fee paid is subject to cancellation without notice.

APPLICANT INFORMATION	
Individual(s)/Organization renting facility:	
<input type="checkbox"/> School/Hospital	<input type="checkbox"/> Non-Profit Org/Church/Service Club
<input type="checkbox"/> For-Profit Event/Business/Private Party	<input type="checkbox"/> Other
CONTACT INFORMATION	
Primary Contact Person _____	
Mailing Address _____	
City _____	State _____ Zip _____
Phone Number(s) _____	
E-mail Address _____	
<i>If the primary contact person will not be attending the event, please list a secondary contact:</i>	
Contact Name _____	
Contact Number _____	
EVENT INFORMATION	
Event Description: _____	Estimated Attendance: _____
Event Date: _____	Event Time: _____
Setup time: _____	Completion time: _____
Kitchen Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sound System (Microphone)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol to be Served	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Alcohol can only be served until 12:30 AM.)</i>
<i>Any application involving the serving of alcohol must be received by the City at least 60 days prior to the event.</i>	

I hereby certify that I am an agent of the above-named organization/individual and have been authorized to accept in their name, the responsibility for observance of the rules and regulations of the City of Twin Valley as a condition of the issuance of this permit. I agree to release the Twin Valley Community Center, City of Twin Valley, their employees and leaders of all liability related to accidents or injuries which myself, members of my family or any participant might incur while participating in the above-mentioned event. Participants in the above-mentioned event are not covered under the Twin Valley Community Center's or the City of Twin Valley's medical insurance policy. I understand that the permit for use of the City facilities may be cancelled if any of the rules are violated and future use may be denied.

 Authorized Signature

 Date

FEE SCHEDULE—*subject to change by resolution of the city council.*

\$75.00	Community Center
\$25.00	Community Center Kitchen
\$125.00	Community Center with Alcohol
\$25.00	Front of Community Center Only
\$125.00	Police Officer (5-hour event) additional hours @ \$25.00/hr.
\$10.00	Dance Permit

CITY USE ONLY	
Key # _____	Date Signed Out _____ Date Returned _____
Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ City Rep Initials _____

COMMUNITY CENTER USE RULES

Tables & Chairs—The City has provided tables and chairs for the community center to accommodate approximately 260 occupants. These tables and chairs are all stored on rolling carts at the back of the community center. **You are responsible for setting up/taking down tables and chairs for your event.**

Kitchen—The community center is provided with a kitchen area containing sinks, refrigerator, stoves/ovens, commercial coffee maker, serving area and clean up area. Users may provide their own food and beverage or utilize a professional caterer. Use of this room is restricted to users who have reserved the kitchen as part of their community center rental. The coffee maker has the operation instructions attached to the refrigerator next to it. It should be noted that the coffee maker must be “turned on” approximately the day before. All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use. The kitchen does come with limited utensils. Any items needed for serving must be supplied by the user.

Entrance & Doors—Entrances to the community center shall be limited to the South (main) entrance during events. The North entrance should only be used for personnel setting up prior to the event and after for the purpose of clean-up. All doors are required to be closed in the normal course of use of the building to meet fire codes. Doors will not be allowed to be “propped” open and left unattended. All emergency exit doors must be kept clear of obstructions in case of emergency.

Keys—Users of the community center on weekends will be provided with one (1) key. Keys can be picked up at City Hall by 11:30 am the Friday prior to event, unless other arrangements have been made. Keys must be returned immediately after the event to the City Hall. Any lost keys will result in charges for the re-keying of the locks.

Smoking—Pursuant to the Minnesota Clean Indoor Air Act, the community center is a smoke-free facility.

Damages—Any damages to the facility or loss of equipment must be reported, repaired or replaced within 48 hours of an activity. A complete inspection of the facility will be undertaken the day after an event, or as soon as possible thereafter.

User Restrictions—The City of Twin Valley has the right to deny the use of the community center to any individual, group, or organization that has its use privileges revoked due to mistreatment of the facility, failure to conform to City policy or use rules; or is not current with any payments due the City of Twin Valley, including utility payments.

Assignment—The applicant shall not assign, transfer, or sublet their agreement for the community center.

Liability—The group, individual, or organization using the community center shall agree to compensate the City of Twin Valley for all damages to facilities, equipment or other property owned by the City, to compensate any employee for damage to personal property by any person(s) attending the event, and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event.

Refunds—Rental fees and other charges are completely refundable if the City cancels the use of the community center for any reason other than violations by the user. In the event the agreement holder requests cancellation more than thirty (30) days before the event, a full refund will be issued. There will be no refund for any user cancellation less than thirty (30) days before the event.

Reservations—All room reservations must be accompanied by a completed rental agreement and rental fees. Any reservation not accompanied by a completed agreement and payment may be cancelled and the room provided to another potential renter with a completed agreement and paid rental fees.

Acknowledgements—By the following signature, I acknowledge that the City of Twin Valley has provided me with a copy of the rules for use of the Twin Valley Community Center. Furthermore, I have read these rules and agree to abide by them and inform other using the community center of the rules and ensure their compliance with these rules.

Alcohol—Alcohol may only be served in the Community Center for sale by the City of Twin Valley Municipal Liquor Store. All alcohol is to be removed from city property one half hour before the start of concession sales. All applications for the center rental involving the serving of alcohol must be submitted to the City of Twin Valley at least sixty (60) days prior to the event. The City of Twin Valley requires a security officer, chosen by the Twin Valley Police Chief, to be on premise for the duration of any event serving alcohol. **Security fee is based on a five (5) hour event. Additional hours will be charged at a rate of \$25.00 per hour.** Alcohol can be served up to one half hour before the end of the event, but no later than 12:30 am. The room must be vacated by 1:00 am for clean-up. Beverages are not permitted outside the building. The renter will be responsible for concession worker’s wages for private events. **NO OUTSIDE ALCOHOLIC BEVERAGE OF ANY KIND ALLOWED.**

Community Center Use Rules Reviewed: Yes No

Initials _____

Signature—Responsible Party

Date

Signature—City Representative

Date