



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

APPLICANT INFORMATION

Individual(s)/Organization renting facility:

CONTACT INFORMATION

Primary Contact Person

Mailing Address

CityStateZip

Phone Number(s)

E-mail Address

If the primary contact person will not be attending the event, please list a secondary contact:

Contact Name

Contact Number

EVENT INFORMATION

Event Description:Estimated Attendance:

Event Date:Event Time:

Setup Date & time:Completion time:

**Early set up dates will be available only as scheduling allows and may not be available in all situations.

Private EventOpen to the Public

Will alcohol be served? (Not for sale)YesNo

No Alcohol may be **sold with out a valid liquor license and liquor liability insurance policy.

Sound System (Microphone)☐ Yes☐ No

Podium☐ Yes☐ No

Request Bar Service☐ Yes☐ No

Any application requesting the bar serve alcohol must be received by the City at least **60 days prior** to the event.

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. I agree to indemnify and hold harmless the city, the city’s agents, employees, and members from and against, any claims, damages, losses, and expenses, including reasonable attorney’s fees, in case of any and all actions, legal or otherwise, against the city arising out of the use of the property. I 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. I agree to follow any and all community center rental policies (attached) and I understand that the permitted 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.*

\$100.00	Community Center
\$50.00	Community Center Kitchen Only
\$200.00	Community Center Bar Service
\$25.00	Small Event/Meeting (20 people or less)
\$50.00	Security Deposit

Please make check(s) payable to the City of Twin Valley. Deposit will be refunded once the key is returned and an inspection of the condition of the Community Center is complete. It is the responsibility of the renter to make arrangements for getting a key from City Hall prior to the event (before 11:30AM on Friday for weekend events) and returning it within 48 hours to City Hall.

CITY USE ONLY

Key #Date Signed OutDate Returned

Paid☐Rental Fee\$City Rep Initials

Deposit\$

COMMUNITY CENTER RENTAL POLICY AND PROCEDURES

Community Center Rental Agreement—An agreement will indicate the User/Renter providing times of rental, fees, address and contact phone number of person representing the User/Renter. Agreement must be signed by a responsible representative for the intended date only. This agreement will require you to indemnify and hold harmless the City of Twin Valley of any and all claims against the city.

Rental Fees—User/Rental Fees and DEPOSIT are due when City Staff confirms date of rental. Rental includes the time necessary for set-up and clean-up. At their discretion, if the Community Center is available, city staff may allow the User/Renter to set-up the day before the Event. Non-profit organizations fees may be waived at the discretion of the city council.

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.

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. 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.

Personal Items—The city is not responsible for any items left after an event. All items belonging to User/Renter and brought in should be removed when event or meeting is finished.

Clean-Up—The User/Renter is responsible for leaving the Community Center in as good or better condition than found. Tables and chairs must be cleaned and put back on carts. Any spills should be wiped up with a damp cloth. All garbage bagged and placed in dumpster outside.

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.**

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.

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

Law/Ordinance. The User/Renter must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate the use of the Community Center during any Event or meeting if the Renter violates any State laws or City ordinances. All fees shall be forfeited when an Event or meeting is terminated for this reason.

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.

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.

Alcohol— The possession, use or sale of alcoholic beverages **shall not be permitted** in the Community Center unless the following conditions are met:

- A liquor license and liquor liability insurance must be obtained prior to the Event if alcohol is sold.
- Alcohol availability only with prior approval. Renters providing alcohol agree to indemnify and hold harmless the city for any claims arising out of use of the property for the event or meeting.
- The User/Renter must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.

Insurance Requirements— The City, in its discretion, may require the User/Renter to obtain general liability insurance for any scheduled event or meeting. If general liability insurance is required, the following requirements apply.

- \$ 1,000,000 minimum.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least 7 days before the scheduled event, the User/Renter must give to the City a certificate of insurance showing required coverage.

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.

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.