



25 Harney Road East – PO Box 92  
Esko, MN 55733

(218) 879-9719 Office (email) [Admin@TownofThomsonMN.Gov](mailto:Admin@TownofThomsonMN.Gov)

## Town Hall / Community Room Rental Rules and Regulations

The Town of Thomson, Minnesota (the “Town”) has adopted the following Community Room Rental Rules and Regulations concerning the Rental of the Thomson Town Hall Community Room to a member of the public or a group (the “User”) for an “Event.” These Rules and Regulations will be incorporated by reference into any contract between the Town and a User.

1. Reserving the Community Room. To reserve the Community Room, the User must submit a Community Room Rental Application (the “Application”) to the Township at least 30 days prior to the Event along with a non-refundable application fee in the amount of \$10.00 + Rental fee & the \$100.00 Deposit. Applications will not be accepted more than one year in advance of the Event. Applications will only be accepted during the Town’s regular business hours.

The Community Room can be reserved between the hours of 8:00 AM to 10:00 PM

Days **NOT AVAILABLE** for rental:

Thanksgiving Day – Thanksgiving Friday – Christmas Eve – Christmas Day –

New Year’s Eve – New Year’s Day – Easter Weekend – 4<sup>th</sup> of July – Labor Day

2. Community Room Rental Agreement. After the Town has approved an Application, the User must enter into a written Community Room Rental Agreement (the “Agreement”) with the Town.
3. Security Deposit. A security Deposit of \$100.00 must accompany the Application. The deposit will be returned if the Application is denied or if the Event is cancelled for any reason by the Town or the User. If the Application is approved, the deposit will be returned to the User within fifteen (15) days after of the Event if there is no damage to the Community Room or its contents and the User does not go over their rental time. The Township may withhold a portion or all the deposit if the User does not adequately clean the Community Room following the Event and/or exceeds their rental time. The amount of the deposit does not limit the liability of the User for any damage or loss caused by the User or the User’s guests and invitees.
4. Rental Fee. The Township charges the following rental fees for use of the Community Room.  
*Proof of residency required by photo ID for rentals over 5 hours or more*
  - Resident: \$25.00 per hour with a maximum of \$150.00
  - Non-Resident: \$25.00 per hour with a maximum of \$250.00

The rental hours include the time necessary for set-up and clean-up.

**No Changes allowed less than 30 days to event.**

The rent is due at the time application is submitted. If the User remains in the Community Room past the ending time stated in the Agreement, the additional rent must be paid within 7 days after the Event.

5. Certificate of Liability Insurance Requirements

The use of Bounce Houses, Inflatables, Dunk Tanks, etc. requires you to provide the Township with a Certificate of Insurance.

Insurance requirements are: A Certificate of Insurance for **\$1 million in total liability coverage with the Town of Thomson listed as Also Insured**. The Certificate must be provided no less than 30 days prior to your reservation date. The Certificate of Insurance may be e-mailed to

[Admin@TownofThomsonMN.Gov](mailto:Admin@TownofThomsonMN.Gov)

6. Priority of Use. **The Township shall have priority for all governmental activities.**

A. The facility will be rented on a first come first serve basis.

B. The Township reserves the right to limit the incidence of use by a single group should the demand for the facility exceed the available supply.

C. The Township also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activity on Township property. While the Town of Thomson will try to accommodate your rental request, the Township reserves the right to refuse rental to any person or group.

7. 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. You must provide your own condiments, coffee, filters, etc. Any items in the kitchen belong to others.

Towels / Wash cloths used shall be taken home for laundering and returned by the User.

8. Cancellation/Refund Policy. For cancellation requests received by the Township at least 14 days prior to the Event date, no rental fee shall be due. **For cancellation requests received less than 14 days prior to the Event date, one-half of the rental fee shall be due**. All cancellations must be submitted to the Township in writing. The Township reserves the right to cancel the Event. If the Township cancels the event, the User shall be entitled to a full refund of any rent paid. Any refund of the rental fee shall be paid to the User within 15 business days of the cancellation date.

9. Maximum Capacity. The maximum capacity of the Community Room is 60 Persons. Under no circumstance shall the number of persons at an Event exceed the maximum capacity.

10. Alterations. The User **SHALL NOT** make any alterations to the Community Room. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows, or light fixtures of the Community Room.

No Confetti, Glitter, Rice, Birdseed, etc., Glue or Paint is allowed to be used inside or outside of the facility. Use of these items will result in a forfeiture of your deposit.

Candle use of any kind is also prohibited.

11. Building Access. User is required to meet our personnel at the designated open time and be ready to leave at the specified closing time. **AT NO TIME IS THE BUILDING TO BE LEFT UNATTENDED.**  
Driving/Parking on Sidewalks and Lawn is prohibited and may result in loss of Damage Deposit.
12. Access by the Town. The User shall permit the Town's officials, employees, or agents to have access and to enter the Town Hall / Community Room at any time during the Event.
13. Designated Area. Only the area designated in the Community Room Rental Application may be used. Any offices or other private areas are off limits.
14. Clean up. The User is responsible for leaving the Community Room in as good or better condition than found. All tables and chairs **must be returned to their original position**. Tables and Chairs are to always remain inside the building. All Tables and Counters wiped clean. All items used shall be washed and returned to their original locations. Stove and Oven shut off and Microwave wiped out if used. All floors including the bathrooms, entry & hallway must be swept, mopped, vacuumed, etc. Cleaning supplies are in the janitorial closet. The User shall bag all garbage and leave it in the kitchen area.
15. Event Attendees. Users are responsible for their conduct and that of all invited guests including children. Any damage to the facility or grounds during the function will be the responsibility of the User. The User of the Community Room also agrees to inform all persons attending the Event of the terms and conditions concerning the use of the facility. Conduct such as unattended children pulling Fire Alarms may result in a loss of Damage Deposit.
16. Admission Fee. The User may not charge an admission fee, sell tickets, or solicit donations at the Town Hall Community Room without the express written permission of the Township.
17. Smoking. Smoking in the Town Hall Community Room is prohibited at all times.
18. Alcohol. The use of alcoholic beverages is prohibited at all times.
19. Law/Ordinances. The User must comply with the laws of the State of Minnesota and the Township ordinances. The Township has the right to terminate use of the Community Room during any Event if the User violates any State laws or Township ordinances. All fees shall be forfeited when an Event is terminated for this reason.
20. Restricting Use. The Town Clerk shall have the authority, subject to appeal of the Town Board, to prohibit or limit use of the Community Room by a particular User based upon knowledge that the User has caused damage to other public facilities or when disruption, damage, theft, or other unfavorable history is recorded from previous use of the Community Room.
21. No Discrimination. The Town does not deny access to the Community Room on the basis of race, religion, sex, creed, age, sexual orientation, or national origin. Allowing any group to use the Community Room does not imply endorsement of a group's views by the Town.
22. Accidents/Damage. Any accidents or damage to the Community Room must be reported to the Town Clerk following the Event.

23. Personal Property. The Town will not be responsible for any personal property belonging to the user or the user's guests or invitees.
24. Indemnification. The User shall defend, indemnify and hold harmless the Town and its officials, employees and agents from any liabilities, judgments, losses costs or charges (including attorneys' fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Room by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the Town or its officers, employees or agents.
25. Waiver and Assumption of Risk. The User knows, understands, and acknowledges the risks and hazards associated with using the Community Room and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the Town 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 Community Room and hereby irrevocably releases and discharges the Town and any of its officials, employees, or agents from any and all claims of liability.

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

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User

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Date

## **Facilities Include:**

Paved Parking Lot	Single Level Access
Restrooms	Coat Rack
Kitchen area with Island and Serving Counter	Toaster & Toaster Oven
Large Freezer	Large Refrigerator
Double Wall Oven (one Convection)	Standard Range/Oven
Dishwasher	Double Sink
100 Cup Coffee Maker	35 Cup Coffee Maker
12 Cup Drip Coffee Maker	

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## **Tables and Chairs currently set-up include:**

Two 6' Tables end-to-end for additional serving

1 Row – Two 6' Tables end-to-end (12 Chairs)

2 Rows – One 8' Table each (8 chairs each)

2 Rows of tables 14' long consisting of one 6' & one 8' Table end-to-end (14 Chairs each)

Chairs are metal folding type

4 additional Tables (old heavy kind) of mixed sizes and 10 additional folding metal chairs

Garbage Cans, Garbage Bags, Recycling Bins, Mop & Bucket, Broom, Vacuum and Dish soap provided

Any washcloths or hand towels used should be laundered by renter and returned.

## **Bring your own:**

Condiments to include Salt, Pepper, Sugar, Creamers.

Coffee and Filters if needed.

Paper products such as Plates, Cups & Napkins.

Plastic-ware & Serving utensils.

Storage Containers/Bags, Saran Wrap, Foil, etc.

Towels & Wash Cloths

***Any above listed items in the facility belong to others and are not for renter's use.***

Cleaning Checklist:

- Sweep / Mop all messes including the Hall, Entry Way, Bathrooms & Community Room
- Wipe clean all Counters and Tables
- Collect garbage (including from bathrooms) and leave bags in Kitchen
- Clean & put away all items used such as Coffee Pot, Oven, Stove, Microwave, Refrigerator, etc.
- All Decorations, banners, balloons, etc., must be removed.
- Make sure no-one has left behind items such as jackets, purses, etc.

**If facility requires Township staff to clean any of the above items after your use,  
your deposit will be retained.**

If you experience problems during your reservation, contact the  
Town Hall Attendant by calling (218) 812-3507  
or messages only (218) 812-3501.

In the event of an emergency or injury, call 9-1-1



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email: [Admin@townofthomsonmn.gov](mailto:Admin@townofthomsonmn.gov) \* Website: [TownofThomsonMN.Gov](http://TownofThomsonMN.Gov)

## Town of Thomson, Minnesota Community Room Rental Application

Submit this Community Room Rental Application to the Town Office at least 30 days prior to the Event.  
Please complete all items below. Incomplete applications will not be processed.

### DATE AND TIME OF RENTAL

\_\_\_\_\_ Open \_\_\_\_\_ [am] [pm]  
Date of Rental/Event \_\_\_\_\_ Close \_\_\_\_\_ [am] [pm]

NOTE: "Rental Hours" must include time needed for set-up and clean-up

We do not pro-rate hours for rental

### INDIVIDUAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ORGANIZATION / COMPANY INFORMATION

Name of Organization / Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**EVENT INFORMATION**

Describe event and activities including any accessory entertainment items such

as Bounce Houses, Inflatables, Dunk Tanks, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

All fees are due upon contract submittal/approval. These include a non-refundable **Application fee of \$10.00** as well as a **Security Deposit of \$100.00** and the **Rental Fee**.

**No requests or changes will be taken less than 30 days prior to the requested date.**

Fees may be paid by cash or check or credit card + convenience fee. Checks should be made out to the "Town of Thomson". If the check is dishonored, your event will be cancelled by the Town. See the Community Room Rules and Regulations for more information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Days NOT AVAILABLE for rental** Thanksgiving Day – Thanksgiving Friday – Christmas Eve – Christmas Day – New Year’s Eve – New Year’s Day – Easter Weekend, 4<sup>th</sup> of July – Labor Day

**FOR TOWN USE ONLY**

Application Approved: YES NO

**For Rentals exceeding 5 hours or more, Proof of Residency is required**

Photo Id Type & Number \_\_\_\_\_

Application Fee Received Date: \_\_\_\_\_ \$ \_\_\_\_\_ Ck/Rcpt# \_\_\_\_\_

Rental Fee Received Date: \_\_\_\_\_ \$ \_\_\_\_\_ Ck/Rcpt# \_\_\_\_\_

Security Deposit Received Date: \_\_\_\_\_ \$ \_\_\_\_\_ Ck/Rcpt# \_\_\_\_\_

Security Deposit Returned Date: \_\_\_\_\_ \$ \_\_\_\_\_ Ck/Rcpt# \_\_\_\_\_

Certificate of Insurance Received \_\_\_\_\_

\$1 Million in total liability coverage with the "Town of Thomson" Listed as ALSO INSURED