

COMMUNITY ROOM RENTAL AGREEMENT

501 3RD STREET, PRINSBURG MN 56281

Rental Fee: \$100

Technology Fee: \$50

Cleaning Deposit: \$50

Deposit will be returned when the premises are approved by the maintenance overseer.

Payable by check to the City of Prinsburg

OFFICE USE ONLY	
Cleaning Deposit:	
Rental Fee:	

Reservation Date:

Time:

Name:

Phone:

Address:

I, _____ representing _____

(name)

(Group Name)

Do understand that my group and I will abide by all the rules and regulations stated below and that we are monetarily responsible for any damage to the premises over and above normal wear and tear.

Signature _____

Phone # _____

**** Rules ****

1. Users must sweep, vacuum and/or generally clean up after use.
2. Tables and chairs must be arranged as found and no furniture is to be removed from the building.
3. Kitchen must be clean and food removed from refrigerator. **Wash all dishes used.**
4. A **maximum of 118 people** may use the building at any one time.
5. The meeting or function must end by 11PM.
6. Any alterations or decorations must be pre-approved by the maintenance overseer.
7. **No drugs, alcohol or smoking** on the premises.
8. Extra tables, chairs or other furniture brought onto the premises must have protective footings.
9. **Lift (or roll) tables and chairs – Do Not slide them across the floor.**
10. No pets!
11. **Please place towels in basket on site**
12. **Empty trash cans. Trash can outside west door on rocks**
13. **If Technology is rented please return all items used and retract screen**

Thank you

Please call Sarah Van Dyken, 320-220-4600 if you have any questions