

COMMUNITY ROOM RENTAL AGREEMENT
501 3rd Street, PRINSBURG MN 56281
Rental Fee: \$85 + \$50 Cleaning Fee Deposit

A **\$50 deposit fee** is required. (**Payable by check to the City of Prinsburg.**) Deposit will be returned when the premises are approved by the City Clerk.

Name _____ Phone # _____

Address _____

Reservation Date: _____ Time: _____

Deposit: **\$50.00** check number: _____ Amount Due _____

Please include a check for the deposit. This check will be held until after the event.

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 form the building.
3. If the kitchen is used, it must be cleaned 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 – don't slide them across the floor.
10. No pets!
11. Towels used must be taken home to be washed and returned as soon as possible.

Please keep a copy of this form for your records and for the rules for cleaning the facilities. You will receive an invoice for the remaining balance. Please help keep our facility clean by following all the rules above.

Thank you