City of Lengby

P.O. Box 55

Lengby, MN 56651

**Facility Rental Agreement**

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEETING ROOM USE: YES / NO KITCHEN USE: YES / NO

MEETING ROOM RENTAL FEE: $\_\_\_\_\_\_\_\_ KITCHEN USE RENTAL FEE: $\_\_\_\_\_\_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_\_\_\_

RENTAL DEPOSIT FEE: $\_\_\_\_\_\_\_\_\_

Rental deposit fee will be returned to me following my event if all of the following is done:

* Sweep the floor (broom is in the closet by the kitchen)
* Mop up any spills (mop is in the closet by the kitchen)
* Clean up the kitchen (if used). Dishtowels or dishcloths belonging to the hall must not be removed.
* Take down any tables and chairs that have been used. Make sure the tables are clean off.

*Do not slide the tables across the floor when setting up and taking down, as this leaves black marks on the floor and damages the tables.*

* Place bagged garbage in the garbage barrel provided just outside the door. Do not put your garbage in the recycling bins outside (these are for recycling items only).
* Turn the heat down to 50° F when you leave if the heat has been turned up.
* Shut off all lights.

The Lengby Community Hall is a smoke free building and smoking of any kind is prohibited throughout the Hall.

Accompanying the application must be a Rental Fee of $\_\_\_\_\_\_\_\_\_ and a Damage Deposit of $\_\_\_\_\_\_\_\_\_\_. The damage deposit will be held and returned within seven (7) days uncashed upon satisfactory inspection of the premises. \*The damage deposit covers any physical, structural, or other related damages to the facility itself. It does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.) The City of Lengby does retain the right to file a claim beyond the damage deposit in order to recover or replace these items. In the event that clean up procedures are no done as indicated in the agreement, a charge will be deducted from the damage deposit for city staff to clean up the facility.

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Upon application approval, the City of Lengby shall make available to the holder of this agreement the Lengby Community Hall’s facilities for use on the date(s) specified. The City shall not be responsible for providing food, supplies or supervision of the activities conducted by the renter. The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The city shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this agreement for reasons of public safety or convenience.

I (We) represent and agree that I (We) have read and understand the information regarding the use of the Lengby Community Hall, including cancellation procedures, liabilities and responsibilities assumed, times and curfews and maximum room capacities. I (We) further understand that this is only an agreement for use, which provides me (Us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid by me (us) are refundable only in accordance with City policies recited in the Policy for use of the Lengby Community Hall.

HOLD HARMLESS AGREEMENT:

I understand that my use of the Lengby Community Hall is voluntary and that I am using it for my benefit only. I agree that my use of the Lengby Community Hall is undertaken at my own risk and that the City of Lengby will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Lengby Community Hall. I also agree to reimburse the City for any damage, breakage, maintenance and theft of equipment beyond the damage deposit figure if so warranted.

Signature of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_