

# PRINCETON CIVIC CENTER RENTAL AGREEMENT

NAME OF RENTER/GROUP \_\_\_\_\_

PRINTED NAME OF PERSON RESPONSIBLE FOR RENTAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ RENTAL DATE & APPROXIMATE TIME(S): \_\_\_\_\_

WORK NUMBER \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

THE CENTER WILL BE USED FOR THE FOLLOWING PURPOSE (please describe activity in detail): \_\_\_\_\_

ROOMS YOU WILL BE USING:  MAIN ROOM  KITCHEN  SUNROOM/PORCH

ESTIMATED NUMBER OF PERSONS ATTENDING THIS EVENT: \_\_\_\_\_

The Civic Center use rules are set up for the continued use and maintenance of the Civic Center. This information is for the benefit of all who use the facility as well as the City of Princeton. **Please read this document carefully as it is your responsibility to abide by all the rules and regulations.**

The undersigned hereby assumes personal and individual liability for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned is responsible for leaving the facility in a condition as good as, or better than, originally found. The undersigned personally and individually accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.

In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged an additional rental fee and/or asked to vacate the premises by city staff and/or the City of Princeton Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

*I declare that I have fully read, understand and agree to comply with the rental policy outlined in the attached document. Further, the undersigned agrees to defend, indemnify and hold harmless the City of Princeton, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Princeton by reason of any damaged property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the City. I agree that violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my deposit.*

**\*\*\*\*\* DEPOSITS WILL BE CASHED, CASH WILL BE RETURNED ONCE CIVIC CENTER IS INSPECTED \*\*\*\*\***

Renter's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For City Use Only</b>
Key # _____ Rent Amount: \$ _____ Deposit Amount: \$ _____
Date Key Returned: _____ Amount of Deposit Forfeited (if any) \$ _____
Reason for deposit forfeiture: _____
_____
City Employee: _____ POST rental inspection <input type="checkbox"/> Date/Time: _____

# PRINCETON CIVIC CENTER RENTAL POLICY

## Room Rental Requirements

The Princeton Civic Center is to be utilized by the public for meetings, seminars, birthday parties, receptions, etc. The renter of the facility shall be at least 18 years of age.

Rates are contingent on use of the room and the City of Princeton retains the right to refuse rental.

Parties violating terms of this agreement are subject to penalties, including but not limited to: additional fees, request to vacate property, criminal charges, or any other remedy as seen fit by the City of Princeton or other tenants of the building.

Events lasting longer than the designated timeframe will be charged an additional rental fee and/or forfeit their deposit.

## Deposit/Cleanliness

Renter(s) agree to provide a **\$200 Rental/Cleaning/Damage Deposit** at the time of signing this agreement to secure this room for the time and date specified and to assure the building will be returned to a rentable condition after use. Such deposit (or portion thereof) will be returned to the renter(s) pursuant to the Deposit Forfeiture section of this agreement.

## Use Restrictions

Use of the building begins at 8:00 am on the day of rental and needs to be cleaned up by 1:00 am the following day.

The sale and consumption of alcohol by Renter(s) is governed by the ordinances of the City of Princeton and the laws of the State of Minnesota.

After this agreement has been signed, your date will be held on the Civic Center Rental calendar. The above referenced deposit is due at the time the rental agreement is signed and will be held for final assessment and billing until completion of event.

It's the City's goal to make sure that the Civic Center is in good condition for each rental. If, upon arriving to set up for the event and find the facility has not been properly cleaned or if there are any other relevant issues, please call City Hall, 763-389-2040, or the Princeton Police, 763-389-4879, and notify them of the problem. If you are unable to contact someone, make a list to present to City Hall when returning the key.

## Deposit Forfeitures

Rental/Cleaning/Damage deposits will be refunded in full when the key is returned on the next business day:

- No damages are sustained to the facility or to any property within the facility belonging to the City of Princeton.
- Renter Occupant did not exceed times specified for event.
- All decorations, objects and property not belonging to the City of Princeton are removed from the facility.
- All floors are swept and mopped and all trash is removed to the provided dumpster and the entire facility, including bathrooms and kitchen, is returned to a clean and rentable condition.

## General Information

- Smoking is not allowed inside the facility
- The facility's capacity is 136 occupants and events may not exceed occupancy level for the facility.

- Meeting area Square Feet: 1345 ft<sup>2</sup>
- Kitchen area Square Feet: 605 ft<sup>2</sup>
- Sunroom / Porch area Square Feet: 702 ft<sup>2</sup>
- Kitchen appliances available: refrigerator, stove, dual oven, deep fryer, char broiler, Griddle & dishwasher
- Renters of the Civic Center must provide their own dinnerware
- ADA compliant male and female bathroom facilities
- There are dimmer switches for the main room lighting
- Tables and chairs are provided (please do not drag them across the floor):
  - 60" (5') round tables (Quantity available: 10)
  - 6' rectangle tables (Quantity available: 6)
  - 80 stackable banquet chairs
  - 7 high top tables
  - 30 bar stools

## **Rental Rates, Cancellations, Deposits and Security**

<u>Monday – Thursday</u>	<u>Deposit</u>	<u>Rental Fee</u>
<b>Standard Fee</b>	\$200.00	\$ 150.00
<b>City Resident* or Civic Organization</b>	\$200.00	\$ 100.00
 <u>Friday – Sunday</u>		
<b>Standard Fee</b>	\$200.00	\$ 300.00
<b>City Resident* or Civic Organization</b>	\$200.00	\$ 250.00

The Civic Organizations eligible for the discounted rental rate for a weekend fund raising event include:

Mille Lacs County Historical Society	VFW Post 806
Princeton Civic Betterment Club	American Legion Post 216
Princeton Chamber of Commerce	Kinship
Masonic Lodge Fraternal #92	Boy Scouts
Princeton School District	Girl Scouts
Local Master Gardener organizations	Princeton Jaycees
Princeton Area Visionary Committee	Princeton Rotary Club
Princeton Women of Today	The 4-R Board

The Civic Organizations holding a non-fund raising event on a Monday through Thursday may rent the building for \$25 (plus the standard deposit).

\*Applicant/renter must provide a current utility bill to correspond with valid Minnesota driver's license confirming that the applicant/renter resides within the corporate limits of the City of Princeton to qualify for the City Resident discounted rate. The resident renter MUST be present at all times at the event. The required Damage Deposit Fee is still required.

## **Event Cancellations**

Fees will be refunded under the following formula:

- 90% if cancellation more than 60 days prior to event
- 50% if cancellation 31 to 60 days prior to event
- 25% if cancellation 15-30 days prior to event
- 100% of the deposits and fees will be forfeited if cancellation of the event is made 0 to 14 days prior to the event.

The City of Princeton reserves the right to cancel usage of the facility if, at the sole discretion of the City, through the office of the City Administrator, the facility is needed for municipal purposes or in the event of a natural or manmade disaster. The City, upon cancellation, will return all deposits and fees.

## Rules for Use of the Facility:

- Tables must be covered if food is served.
- The city supplies brooms, a vacuum cleaner, dust mops, wet mops, buckets, an all-purpose cleaner and a floor cleaner.
- The vacuum cleaner is not to be used for liquids/wet items.
- The renter must provide their own dish soap, dish towels and paper towels for kitchen use. The kitchen counters and appliances must be clean when you leave. Hand soap and toilet paper for the bathrooms will be supplied by the City.
- For public safety and public health reasons, any cooking in the building will be done only in the kitchen. No cooking of any type is allowed in any other part of the building.
- Pinning, taping or otherwise affixing decorations to the walls, ceiling, windows or tables is prohibited and will result in forfeiture of the damage deposit.
- The use of confetti or similar loose decorations on floors and tables is discouraged. If used, it is the renter's responsibility to remove ALL remaining particles from the tables, chairs and/or floor. The use of glitter is not allowed in the civic center.
- Any sound system, video, music, etc. shall be kept at a low volume so as not to disturb neighboring residents.
- Putting any type of substance (baby powder, floor wax, corn meal, etc.) on the floor to improve dancing is prohibited.
- FOG machines are not allowed.
- Smoking (including the use of vapor-type cigarettes) is prohibited anywhere in the building.
- Renter is responsible to provide garbage bags for their event. Full garbage bags must be placed in the outside garbage dumpsters after your event.
- Use of candles in the Civic Center is prohibited.
- The renter is responsible for compliance of all City ordinances, State, and/or Federal laws regulating the dispensing and consumption of alcoholic beverages.
- Helium balloons must be removed after the event
- Throwing rice, seed or other foreign objects inside the building is prohibited.
- The Civic Center keys must be returned to City Hall on the next regular business day following the event.
- The actual cost to repair or replace any damaged property will be charged to the renter. If damages exceed the deposit amount, renter will be billed for the actual cost of correcting the problem. If additional cleaning is required after the Civic Center's use, the cost of that cleaning will be charged to the renter at the rate of \$50/hour (or fraction thereof) per cleaning person.
- If there are no damages to the room or facility and no violation of the contract, the deposit will be refunded when the key is returned on the next business day.
- Occupancy of the property longer than covered by the contract will result in fees being deducted from the deposit or assessed to the renter. All guests, contracted services and renter must vacate the property by the contracted time.
- All items brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time.
- The City of Princeton is not responsible for any item left at the facility by either the renter or persons/companies providing services and/or equipment for the rental party.

# CIVIC CENTER RENTAL CLEANING CHECKLIST

- Tables and Chairs wiped clean
- Windows and doors securely shut
- All countertops and cabinets wiped clean
- All sinks cleaned and rinsed
- Stovetops and ovens wiped clean from spills and debris
- Refrigerators wiped clean, (i.e. inside, outside, handles, shelves, drawers, and doors)
- The building's floors (including bathrooms) must be cleaned, swept, vacuumed and/or mopped immediately after the event
- Walls, windows and rest room mirrors clean from any markings
- All garbage bagged and taken to the dumpster
- No visible signs of use apparent on the grounds (walkways, flower beds and parking lot clean from debris, etc.)
- Tables, chairs and furniture put back in the same location and set up as they were found