



City of Lambertton, MN
Community Center Rental Agreement

www.lambertonmn.com

101 2nd Ave West

Lamberton, MN 56152

Phone: (507)-752-7220

The City of Lambertton, MN (City Council) has adopted the following Community Center Rental Rules and Regulations concerning the rental of the City's Community Center to a member of the public or a group (The "Renter's") for an ("Event"). These Rules and Regulations will be incorporated by reference into any contracts between the City and a Renter.

1. **Reserving the Community Center:** To reserve the community center, the Renter must submit a Community Center Rental Agreement to the Lambertton Library. Agreements will be accepted during the Library's Regular Business Hours.
2. **Cleaning Deposit:** **\$50 must accompany the Agreement.** The deposit will be returned after your event when the key is returned, if there is no damage to the community center or its contents. The City may withhold a portion or all of the deposit if the Renter does not adequately clean the Community Center following the Event.
3. **Rental Fee:** The City charges \$75 rental fee for the use of the Community Center. Rental Hours include the time necessary for set up and clean-up. If the Community Center is available, the Library, in its sole discretion, may allow the Renter to set up the day before the Event. Rent is due the day of booking and must be paid at the Lambertton Library. Check can be made to "*The City of Lambertton*" or cash. We do not accept Credit Card or Cash Apps.
4. **Kitchen and Food:** Renters must provide their own food and beverages. If the Kitchen is used, all dishes used must be washed, dried, and returned to their original location. Do not take home any items including; dishrags, hand towels, or table cloths, if they belong to the City. Please place them in the container by the sink for City Staff to tend to.
5. **Cancellation/ Refund Policy:** For Cancellation Request at least 30 days prior to the Event Date, no rental fee shall be due. For cancellations requests less than 7 days prior to the event no refunds will be issued. In the event of a documented emergency situation, such as a severe weather event or a medical emergency, a full or partial refund may be considered on a case-by-case basis and will be determined by the City Council at the regular scheduled meetings.
6. **Building Access:** The Community Center will be available at the time reserved. Key will be available for pick up at the Lambertton Library during regular Library Hours. If the Event is on a weekend, keys must be picked up no later than the Wednesday of your

party unless discussed prior to the Event. The Renter is Responsible for locking the Community Center following the Event. Keys must be returned to the front desk at the library the following Monday of the Event.

7. **Designated Area:** only the area designated in the community center rental agreement may be used. Any private areas and equipment are off limits.
8. **Clean Up:** Renter is responsible for leaving the Community Center in as good or better condition than found. All tables and chairs must be returned to their original position. All floors must be swept. If the Kitchen is used, all dishes used must be washed, dried, and returned to their original location. Do not take home any items including; dishrags, hand towels, or table cloths, if they belong to the City. Please place them in the container by the sink for City Staff to tend to. The Renter must empty all garbage into the trash bins located in by the door in the Kitchen.
9. **Thermostat:** Room Temperature may be adjusted during your party However the Temp must be returned to 70 degrees at the end of your event.
10. **Smoking:** Smoking is Prohibited at all times, this includes ECigs and vapor products
11. **Alcohol:** The possession, use or sale of alcoholic beverages is not permitted in the Community Center.
12. **No Discrimination.** The City does not deny access to the Community Center on the basis of race, religion, sex, creed, age, sexual orientation, or national origin. Allowing any group to use the Community Center does not imply endorsement of a group's views by the City.
13. **Accidents/ Damage.** Any accidents or damage to the Community Center must be reported to the Lamberton Library following the Event.
14. **Personal Property.** The city will not be responsible for any personal property belonging to the user Renter or the Renter's guest.
15. **Key Distribution:** No Renter may make duplicated to keys, give the keys to additional parties etc. Groups may not allow parties to "borrow" keys to allow access to the Community Center. The City reserves the right to revoke keys.

I acknowledge and accept the terms of the Community Center Rental Agreement

Signature: _____