

# City of Fairfax Community Center Rental Agreement

Renter: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Activity: \_\_\_\_\_

Approximate No. of People Expected to Attend: \_\_\_\_\_

## Policy

1. The rental fee, as determined by the spaces reserved for use by the fee schedule, will be due and paid prior to the event date.
2. There is a strict understanding the renter shall return the rented spaces to as close to original condition as possible upon conclusion of the event. Tables and chairs shall be put away or in their original positions; any decorations shall be removed; garbage bags will be disposed of in the dumpster behind the Community Center; all food/beverage and food/beverage related items such as utensils, plates, containers, and similar must be removed. Routine and usual cleaning is included in the rental fee; however, the renter is expected to clean up any major spills or incidents which may occur.
3. Tape, nails, brads or staples cannot be used on the walls, ceiling, floor or furniture. Tables may be covered by a plastic or linen tablecloth. Candles are not allowed in plastic containers. Standing on tables or chairs is not permitted.
4. The dispensing of any alcoholic beverages must be in accordance with and subject to all Federal, State and Local laws. Any event which proposes to involve alcohol and guests in excess of 50 people, must be dispensed by a caterer properly licensed by the State of Minnesota. Events involving less than 50 guests are permitted to bring alcoholic beverages into the building, as long as there is not any monetary transaction for alcoholic beverages.
5. All events will be subject to visits by the police at their discretion. The officer is there to protect and ensure the safety of all event guests but has the right to terminate a function at any time if misconduct or violation of any of the rental agreement policies are indicated.
6. All music must cease by 12:00 AM. All consumption of alcoholic beverages must cease and the property must be vacated by 1:00 AM.

7. All rentals are restricted to the interior of the rental facility. Congregating on the parking lot or any other portion of the property is not allowed.
8. Illegal gambling of any kind is not permitted in the rental facility. Lewd or indecent conduct is not permitted.
9. Violation of the policies of this rental agreement may result in denial of future use of the Fairfax Community Center by the renter.
10. The City Administrator is granted authority to deviate from the policy as long as the arrangements which are made keep the spirit and intent of this policy.

Liability Statement:

By signing this Rental Rules and Agreement, the renter agrees to assume the responsibility and legal liability for the above-described event, and abide by all rules upon acceptance of this application. Additionally, the renter agrees to indemnify, defend, and hold harmless the City of Fairfax and it's officials, employees and agents from any liabilities, judgments, losses, costs or charges(including attorney's fees) incurred by the City of Fairfax or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury, loss or property damage caused by, arising out of, related to or associated with the use of the Fairfax Community Center by the renter or by the renter's guests. Any physical damage to the building in excess of the meeting hall rental fee will be the sole responsibility of the renter.

<u>Rented Space:</u>	<u>Fee:</u>	<u>To Be Rented:</u>
Large Room	\$100	_____
Small Room	\$30	_____
Kitchen	\$40	_____
Total Due	\$ _____	

Is Alcohol Served? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of caterer: \_\_\_\_\_

If yes, number of caterer: \_\_\_\_\_

Print Name of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Renting Member: \_\_\_\_\_

Date Paid: \_\_\_\_\_

4 digit code for keypad on front door \_\_\_\_ \_

Enter your code followed by the checkmark button to unlock the door.

Press any number on the keypad to lock the door when you leave.