



## COMMUNITY ROOM RENTAL AGREEMENT

### Reservations

Reservations may be taken up to 3 months in advance in person or via email ([info@pinecitymn.gov](mailto:info@pinecitymn.gov)) at City Hall during business hours (Monday through Friday 8:00am-4:30pm). The reservation is confirmed once the rental agreement is signed & the use fee paid. **Fees – less than 4 hours = \$30, 4-10 hours = \$50.** There is also a **\$50 refundable damage deposit.** The fee & rental agreement must be returned within 5 days of receipt to confirm reservation. The fee can be paid with cash, check (payable to the City of Pine City), credit card (in person or online under QUICK PAY). No one person or group can reserve the community room for more than one time per week. If you can provide a 501(c)(3) nonprofit status or a flyer that shows your event is open to the entire public, the rental fee will be waived.

### Canceling a Reservation

If you need to cancel your reservation it must be cancelled at least five (5) days before the event is scheduled. If the reservation is not cancelled or you fail to show up for the event, the person that reserved the community room will still be charged the required fee. No additional reservations will be accepted or honored until the fee is paid.

### Keys

The **person or designated person** reserving the community room must pick up the key during business hours (Monday through Friday 8:00am-4:30pm). A photo ID will be required when picking up the key. Return the key by dropping it off at City Hall the very next day or in the red box by the entrance of City Hall, 1015 Hillside Ave SW, Pine City, MN 55063 if after business hours. **DO NOT PROP THE DOOR WHEN YOU LEAVE. Propping the door when you leave will void your refundable damage deposit.** *Note: Locking the outside door after everyone in your group has arrived is encouraged.*

### Room Use

No one is to put up decorations with nails, tape or other materials that may damage the walls or ceiling. You will be responsible for any damage to the community room, kitchen, common area or restroom.

**NO ALCOHOLIC BEVERAGES (Includes 3.2 beer) ALLOWED IN THE COMMUNITY ROOM.**

### CLEAN UP

I agree to see that after my use of the community room, I will, in all respects, clean the room, wash and put away all equipment used in the kitchen, take down all tables and chairs and put away, take all trash (garbage) out to the trash receptacle outside. I further agree that I will notify the City, or its respective representative, should any damage or carpet staining occur during my event. Failure to properly clean the Community Room may result in additional fees or revocation of ability to rent the room in the future for a specific period of time.

City of Pine City

1015 Hillside Ave SW, Suite 2, Pine City, Minnesota 55063-1619 Phone: 320.629.2575

E-mail: [info@pinecitymn.gov](mailto:info@pinecitymn.gov) | Web site: [pinecity.govoffice.com](http://pinecity.govoffice.com)

Pine City is an equal opportunity provider and employer



If my meeting room takes place during the hours the library is closed, I agree to check all the restrooms to ensure no one remains in the building after my group leaves.

I agree to observe all laws and ordinances of the City of Pine City. I agree to indemnify and hold harmless the City of Pine City from any and all claims of any sort which may be asserted by any person during or by reason of the use of the premises herein granted.

I understand that I must comply with the above procedures and that failure to do so means that I will lose my privilege to rent the community room for a period of one year from the date of incident. I understand that I am responsible to pay for any damage incurred to the community room, kitchen, common area or restrooms while my group was present (i.e. broken chairs, broken kitchen utensils, stains on the carpet).

PLEASE PRINT

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

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

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ REASON FOR USE: \_\_\_\_\_

TIME OF USE (include set up and clean up time): \_\_\_\_\_

I HAVE READ THE POLICIES AND REGULATIONS AND AGREE TO ABIDE BY THEM.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

KEY PICK UP DATE/TIME: \_\_\_\_\_ KEY RETURN DATE: \_\_\_\_\_

KEY NUMBER: \_\_\_\_\_