City of Blue Earth
Community & Senior Center Rental Agreement

The following are the fees for reserving the Community & Senior Center located at 118 W 7th Street, Blue Earth

$100.00 fee – full day up to 8 hours
non-refundable unless cancellation occurs prior to 30 days of event

$60.00 fee – half day up to 4 hours
non-refundable unless cancellation occurs prior to 30 days of event

$10.00 per hour for the back meeting room only

$75.00 deposit – refundable after inspection

Reservations taken for governmental entities and 501(c)(3) nonprofit organizations will be at no charge however a damage deposit will still be required non-City entities.
Other groups, organizations and individuals will pay the above fee schedule for use of the entire Community & Senior Center or party room.

All fees and approvals will be determined and collected by the staff at City Hall.

A key can be picked up at City Hall during the City's regular business hours prior to your event and returned to City staff the following business day.

Lost or unreturned keys will cost a replacement fee of $150.00.

Rental or use of the facility will be limited to groups of 128 people or less. Larger groups will be directed to an alternative facility.

Parties renting the facility must understand that theft or misuse will not be tolerated. Anyone using the facility is completely responsible for leaving the space in a clean and organized state.

Repair and/or cleaning costs resulting from any damage to the premises will be charged or deducted from the deposit fee of the user renting the Community & Senior Center. If replacements or repair/cleaning costs exceed the deposit fee ($75), the responsible user will be billed the difference. The City shall be the sole arbiter of costs related to damage.

After an inspection has been completed and the Senior Center Director has notified City Hall staff that the Center was left in satisfactory condition, the $75.00 deposit fee will be mailed to you. Deposit refund checks will only be issued after the following Council meeting's approval of bills.

Cleaning Guidelines for Community & Senior Center Reservations

Kitchen:

- Turn off stove and oven
- Unplug and clean coffee pot
- Take trash home
- Replace trash can with new bags
- Wipe out sinks
- Clean up any spills on floors, sweep and mop where dirty

Dining Area:

- Wash tabletops
- Clean up any spills on floors, sweep and mop where dirty
- Return tables and chairs to original setting

Gathering Area:

- Return tables and chairs to original setting
- Vacuum if necessary

Restrooms:

- Ensure toilets are flushed and not running
- Lights will shut off automatically

Last One Out:

- Shut off all lights. *Two remain on for safety
- Lock All Doors

Rules and Guidelines for the Community & Senior Center

NO SMOKING OR TOBACCO IN THE BUILDING
NO ALCOHOL OF ANY KIND IN THE BUILDING
NO FOOD OR LIQUIDS ON CARPET

Thank you! City of Blue Earth

Please refer to the Guidelines for the Blue Earth Community & Senior Center Reservations.

Specifically, and without limiting the generality of the foregoing, the holder of this agreement agrees to save, defend and hold harmless the City for any damage to City personnel, facilities, and equipment or other City property or to the property and/or person of any third party, resulting from the use authorized hereby. The City shall not be liable for damage to the property of any person participating in the activities authorized herby nor shall it be liable for the death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

I have read the above rules and hereby agree to abide by those rules.

Signature: _____ Date: _____

Organization/Type of Event _____

Person Responsible (age 21 or more) _____

Address _____

Date(s) of Event _____

Phone _____ Email _____

Start Time _____ End Time _____

City Use Only:

$100.00 fee – full day up to 8 hours Cash/Check_____
non-refundable unless cancellation occurs prior to 30 days of event

$60.00 fee – half day up to 4 hours Cash/Check _____
non-refundable unless cancellation occurs prior to 30 days of event

$75.00 deposit
refundable after inspection Cash/Check _____

No user fee for Governmental entities and 501(c)(3) nonprofit organizations

---

Community & Senior Center Key given to person listed above on _____

Returned to City Hall on _____ Deposit Refunded: Check Issued on _____