

Springfield Area Community Center
RENTAL CONTRACT

We/I _____ AGREE to rent the _____
(Required Rooms)
at the Springfield Area Community Center on _____
(Reservation Date)
for the purpose of _____
(Type of Event)
Estimated Number to attend event _____ Requested Time _____
Set Up Time _____ Rental Fee \$ _____
Caterer _____ Kitchen \$ _____
Liquor _____ Coffee \$ _____
Damage Deposit _____ Dishes \$ _____
Round Tables _____ Linens \$ _____
Banquet Tables _____ Skirting \$ _____
LCD _____ Staging \$ _____
P.A. System _____
TV-VCR _____ Total \$ _____
Piano _____ Deposit \$ _____
Podium _____ Balance Due \$ _____
WiFi _____

RENTERS EXPRESSLY AGREE to pay advance Reservation Deposit of \$ _____

Key _____ Returned _____ DATE BALANCE DUE _____

RENTERS EXPRESSLY AGREE TO:

1. Abide by the terms and conditions of this rental contract.
2. Abide by all Federal, State and Local laws regarding consumption, display, sale and use of alcoholic beverages.
3. Leave open all exit doors and access to all doorways during the duration of event covered by rental agreement.
4. Not tape, staple, or attach in any way to walls or ceiling without permission of facilitator.
5. Remit to the City any additional funds necessary to replace or repair any and all damage done to the building or equipment by the Renter, their guests or others present on their behalf at the Community Center during the duration of the event covered by the rental agreement, and reimburse for costs incurred for failure to comply with cleanup policy.
6. Indemnify and hold harmless the City for any and all occurrences, not resulting to city negligence, resulting from or relating to the use of said Community Center, including but not limited to alcohol related incidents, and fights, etc.
7. Waive objection to any irregularity with regard to this rental agreement.

I HAVE READ AND UNDERSTAND THE RENTERS POLICIES printed on the back of this Rental Contract, and agree to follow and abide by the Springfield Area Community Center Policies.

IN TESTIMONY WHEREOF, THE RENTERS in this _____ day of _____, _____, agree to the terms hereof and, if representing any organization or similar entity, further certify they are a duly authorized agent of said entity and authorized to sign on behalf of said entity.

(Print Name of Renter)

(Signature of Renter)

Address _____

(Signature of Center Representative)

Phone Number _____

Return White Copy to Community Center, PO Box 22, Springfield, MN 56087 – Yellow Copy for Customer

Springfield Area Community Center

RENTERS POLICIES

Renter(s) Responsibilities for using the Springfield Area Community Center:

1. **Reservations** will be on a first-come basis. A \$100.00 deposit is required to hold a reservation date. Balance due by the date specified on the rental contract.
2. **No Smoking.** The Minnesota Clean Air Act (State Statute 144.414) prohibits smoking in public places, which applies to the Springfield Area Community Center. Please help us by informing your guests of this policy. There are areas outside of the building that are designated for smoking.
3. **Damage Charges.** No charge will be made prior to event. Renter will be charged for damage or cleanup if not adequately completed. A damage deposit is required if serving alcohol.
4. **Credit Policy.** A full refund of the deposit will be given if canceled five (5) weeks or more before the event; 50% of the rental fee will be charged if canceled four (4) weeks before the event; and the entire rental fee will be charged if canceled less than four (4) weeks before the event.
5. **Maintenance.** The following rules must be adhered to:
 - a. Floors are to be left in manner in which they were received. Please make sure all items are picked up off the floor.
 - b. Hanging panel partitions are not to be moved.
 - c. Rest Rooms are to be left in clean condition.
 - d. Check the Center carefully for any damage before you leave the building and notify Center Representative of any damage that you find.
6. **Alcohol.** Springfield Golf Club carries the liability insurance and license to serve liquor on-sale at the Springfield Area Community Center. The Renter must make arrangements with the Community Center in order to have liquor service for events. All City ordinances and state laws must be adhered to. On-sale liquor is not available for small groups and Sundays; special arrangements must be made if the event sponsor desires to serve liquor to guests for these events.
7. **A Security Officer** may be on hand for a fee if you choose, or if deemed necessary.
8. **Damage Deposit.** Payable in advance for all events serving liquor. Deposit returned if no damage assessed.
9. **Youth Activities.** Must be chaperoned by adults.
10. **Items lost or broken.** Renter is responsible for items lost or broken that belong to the Center.
11. **Kitchen.** If using the kitchen, please adhere to policies posted in the kitchen.
12. **Evening Activities.** Must break up by 12:30 a.m. and the building vacated by 1:00 a.m.
13. **The following items are available for use during your event at the Center, at no additional charge"**

50 5-foot Round Tables	64 8-foot Rectangle Tables	500 Chairs	Piano
WiFi	2 Portable Screens	2 Non Portable Screens	2 Projectors
PA System	Floor or Table Podium	TVs	DVD/VHS Player
			Cable Available
14. **When leaving area rented,** be sure all lights are off, and windows and doors are closed.

Responsibility Acceptance

I, THE UNDERSIGNED, have received a copy of the Springfield Area Community Center Use Policies, have read the policies and do hereby agree to follow or abide by the Springfield Area Community Center Policies set out therein.

It is further agreed that any action, manner or activity which requires police presence, the Springfield Police Department reserves the right to close down the event.

Anything not covered by the above rules and guidelines will be decided when appropriate. All regulations and rates subject to change.

Please sign and return the original copy of the contract along with your deposit check. Keep the second copy for your files. Return all contracts to:

Springfield Area Community Center
33 South Cass Avenue, P.O. Box 22
Springfield, MN 56087
Tel: 507-723-3517 – email: communitycenter@springfieldmn.org

(Signature of Renter)

(Signature of Representative)