



CITY OF PENNOCK COMMUNITY CENTER RENTAL AGREEMENT

305 Dakota Avenue NE, Pennock, MN 56279

Individual(s) Renting Facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Date Desired: _____ Time In: _____ Time Out: _____



FEES:

Non-residents - \$100.00 rental fee, plus \$50.00 deposit fee to be returned if center is cleaned.

Pennock city residents - \$50.00 rental fee, plus \$50.00 deposit fee to be returned if center is cleaned.

Set-up the day before - \$20.00 fee

It is agreed in consideration of a payment per day the above renter is entitled to use the Pennock Community Center. The rental fee includes the use of the tables and chairs located at the Community Center and related equipment. The renter is not authorized to use any food and drink stored at the Community Center. **The renter can arrange the tables and chairs as it best fits their event, however they agree to replace any items moved, back to their original location prior to renting. If decorating, we ask that no thumb tacks, nails or pins be used. Also, please remove all decorations before leaving (all tape off the walls, ceiling and tables).**

It is agreed the renter will give the city a Damage Deposit of \$50.00 prior to receiving the Key for the Premises. This will be refunded, if the renter has completed proper cleaning of the facility and the facility is returned in the same condition as it was prior to renting. If additional cleaning needs to be completed after the renter leaves, they will be billed for all cleaning costs above the \$50.00 deposit amount.

There is No Smoking or Alcoholic Beverage's Allowed!

HOLD HARMLESS AGREEMENT

I understand that my use of the Pennock Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Pennock will not be held liable for any claims, injuries, damages of whatever nature incurred by me or members of my gathering due to my negligence. I expressly forever release and discharge the City of Pennock, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City of Pennock from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Pennock Community Center, and I understand that my obligation to defend and indemnify the City exists regardless of whatever I have insurance that would cover such claims. I also agree to reimburse the City of Pennock for any damage, breakage, maintenance, theft of equipment or property beyond the damage deposit, if

so warranted. I also agree to abide by all the listed rules and regulations. I understand that the City of Pennock reserves the right to deny this application.

RULES & REGULATIONS

BEFORE YOU LEAVE, THE COMMUNITY CENTER IS TO BE LEFT THE WAY YOU FOUND IT:

- Tables are to be put back where they were
- Wipe off all tables and chairs to remove any spills
- Floors vacuumed, swept (mopped if necessary)
- Kitchen must be clean (wash dishes, put dishes away)
- Check bathrooms (lights off, flush toilets, take out garbage)
- Be sure ovens and burners are off
- Leave thermostats as they were
- Close all windows if opened
- Garbage to be put in outside garbage dumpster
- Remove all tape from the walls, ceiling and tables
- Turn off all lights
- Lock doors

Renter Signature

Pennock City Personnel

<i>OFFICE USE ONLY</i>	Date Paid: _____	Amount: _____
	Check: _____	Cash: _____
	Deposit refunded: YES NO	Date: _____
	Key out: _____	Key in: _____