CITY OF INDEPENDENCE
1920 COUNTY ROAD 90
INDEPENDENCE MN 55359
PH: 763-479-0527 FAX: 763-479-0528

Amount Paid, Date & Payment Type

Damage Deposit_____.
Fire Alarm Deposit_____.
Rental Fee_____.
Certificate of Insurance Y / N Date _____.
Date Keys Received _____Returned_____.

APPLICATION FOR USE OF THE COMMUNITY ROOM

_____(name) hereby requests that the Independence Community Center be reserved for the following day and/or hours:

Date and time: _____

Purpose: _____

Number of People Attending: _____

Address:_____

Daytime phone #:_____**Cell #:**_____

Alternate Contact Person and phone #:_____

_____

THE RENTER WILL AUTOMATICALLY BE CHARGED $500 FOR VIOLATION OF ANY OF THE FOLLOWING RULES. WHETHER DAMAGE IS CAUSED OR NOT.

Alcohol: The undersigned agrees to abide by all federal, state and local laws regarding the consumption, display and use of alcoholic beverages, and understands that the *sale of alcoholic beverages is prohibited*, There may be random checks of the premises. The penalty for selling any type of alcohol without a license is $3,000 or one year in jail. *No hard alcohol is allowed, only beer and wine will be allowed.* There may be random checks of the premises. Should any hard alcohol be found the party will be terminated, deposit forfeited, and your party will not be allowed to use the facility again.

IF ALCOHOL IS TO BE SERVED ON THE PREMISE, THE APPLICANT MUST CONTRACT WITH WEST HENNEPIN PUBLIC SAFETY (WHPS) TO PROVIDE AN ON-SITE SECURITY OFFICER FOR THE EVENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO NOTIFY WHPS SIXTY (60) DAYS PRIOR TO THE EVENT THAT ALCOHOL WILL BE SERVED. IF FOR ANY REASON WHPS IS UNABLE TO ACCOMMODATE THE DATE OF THE EVENT, ALCOHOL WILL NOT BE PERMITTED ON THE PREMISE.

Condition: The undersigned agrees that the facility is in good and clean condition and will not allow any activity which could lead to damage to personal property or to personal injury to any person. Also, the undersigned is at least 21 years of age.

Liability: The undersigned agrees that the City shall not be responsible for any loss or damage or claims made by any person. If claims are made against the City arising out of use of the facility, the undersigned agrees to defend the City, its council members, employees and agents against all claims made. Further, the undersigned agrees to indemnify and hold the City, its council members, employees and agents harmless from any and all claims and liabilities, including attorney fees for damages or losses which arise from the use of the facility, whether on the premises or off, including but not limited to alcohol related incidents, accidental falls, etc.

Insurance: A **Certificate of Liability Insurance** in the amount of $1,000,000 naming the City of Independence as an insured must be submitted to the City two weeks prior to the event. *(Your insurance company may fax it to our office at 763-479-0528.)*

Authorization: The undersigned represents and agrees that if signing on behalf of an organization, that organization has expressly authorized the undersigned to make this agreement on its behalf, and it shall be bound by the Agreement.

Damages and Deposits: The undersigned is fully responsible for use of or damage to the facility. The undersigned understands that the Clerk-Administrator or Administrative Staff will review this Agreement and determine if it should be approved. The undersigned understands that the appropriate damage deposits may be held by the City for up to three business days after an event, allowing for adequate evaluation of the Community Room, lobby, kitchen, bathroom, and exterior conditions. The undersigned agrees that if the premises are not returned to the original condition, the cost to return it to that condition will be taken from the deposit. Any damages exceeding the deposit will be billed to the renter. **The false alarm fee will be taken from the deposit if a false alarm occurs. See deposit fees below.

Approval: If approved, this request shall become a binding agreement between the undersigned and the City of Independence.

Cancelation Period: To cancel this Agreement, the applicant must notify the City 45 days prior to the event. Failure to do so will result in the loss of the deposit.

Building Capacity: It is your responsibility to enforce the legal capacity, which is a maximum of 250 people for all Community Room rentals. The undersigned is responsible for supervising all their guests.

Air Conditioning: During the season when the units are on, the doors must be kept closed.

No Smoking: Smoking is not allowed in the building, smoking is allowed outside. Please do not deposit cigarette butts in the flower box or on the ground, use the containers provided outside.

Electricity: The electrical current in the Community Room is 110V with 15 or 20 amp outlets.

Decorating: Tape may be used on the walls, but not on the ceiling. All tape must be removed at the end of the night. NO glitter, confetti, tacks, push pins, nails, staples, 3M hooks etc. are to be used on the walls, doors, or windows.

Repair Costs: Any damage done to the Community Room, or items in the Community Room, will be a minimum of $200 charge

Inspection: The Community Room will be inspected by the City staff on the day of or after the Community Room is decorated. There may be random inspections during the event.

Contact: Please contact the office at 763-479-0527 if you have any questions regarding these regulations.

Keys: There will be a $50.00 charge if the keys are lost. The Community Room user is responsible for arranging for entrance for all personnel connected to the event. Keys must be returned by 12PM of the following business day.

Kitchen: Beer coolers and kegs are not allowed to be stored in the refrigerator. Coffee grounds are not to be put into the sink. Only clear liquids (not grease) should be put down the sink.

Stoves: Our regular stoves are not designed for large heavy kettles or pots. Our kitchen is for food service, not preparation.

Garbage: All Garbage should be bagged and placed in the dumpster behind the building. Cans and bottles should be placed in the recycling container.

Emergency Exits: All emergency exits are marked with exit lights. In the event of a power outage, emergency lights will come on. No obstruction should be placed in the exit areas.

Additional Information

The following is some general information for our Community Room users. Some items are provided as a service. The City staff will do their best to have these items available; however, the Community Room users will be notified so they can make other arrangements if they are unexpectedly unavailable.

• **Room**: The main assembly room is 52 x 72 feet; the ceiling height is 10'-10", Tables and Chairs are included in the rental. The room tables and chairs must remain in the building at all times even if you rent your own tables and chairs. (Unless prior approval is received)

• **Kitchen:** Limited kitchen facilities are available to assist in the serving of any food. Items available for use are: large commercial refrigerator, 1 stove, 1 upright freezer, 1 two-pot coffee maker, 1 microwave, and a 3-basin sink. The user or caterer must provide additional coffee makers, if needed, dishes, silverware, serving dishes, linens, towels, dish soaps, etc.

• **Set Up/Take Down:** The undersigned agrees that the rental period is for one day only and agrees to have the **premised cleaned and all materials removed by 12 a.m.** Depending on the rental schedule, you may obtain prior authorization from city staff to clean the next day up until 12 p.m. It is the user's responsibility to set up tables and chairs. All tables and chairs are to be cleaned and re-stacked. All garbage and loose debris is to be bagged and placed in the dumpster behind the building. The outside premises shall be cleaned of debris after use of the facility, including cups, plates, straws, balloons, streamers, cigarette butts, etc. The inside premises should be returned to its original state and include sweeping and mopping. The City staff will decide if extra clean-up is needed and if any damages occurred, and deduct the same from the damage deposit being held, with any excess to be paid by the using party.

• **Early Entry Set-up:** Friday may be reserved for pre-event set-up; this will allow entry into the Community Room. Renters must remain quiet during town hall business hours. No alcohol may be consumed on the premises during Friday set-up and it must be completed before 5PM. The use is for preparation purposes only, for any other use, additional rental rates may apply.

• **Lost & Found:** Unclaimed items left at the Community Room will be held for 30 days, and then disposed of at the discretion of the staff. Because we have multiple Community Room users on some weekends, items left at the Community Room may be taken by other Community Room users, and we are not responsible if that happens.

Damage/Security Deposit	**$650**
False Alarm Fee if Pulled Deposit	**$350**

The undersigned agrees to abide by all of the terms and rules listed above:

Date:_____ _____

Print name of individual/Association

_____

Signature

The City of Independence approves the above request.

Date:_____ _____

Signature

CITY OF INDEPENDENCE

After Rental Assessment – Community Room

Bathroom

- ☐ Toilets in Working Order
- ☐ Accessories (Towel holder, toilet paper holder, and ladies supply cabinet not damaged)
- ☐ Cleanliness

Ceiling

- ☐ Tape Removed
- ☐ Panels not damaged/stained
- ☐ Streamers/Paper removed
- ☐ Walls not damaged/stained

Floor

- ☐ Swept / Mopped
- ☐ Check for Stains

Kitchen

- ☐ Cleanliness
- ☐ Items brought in are removed from refrigerator
- ☐ Appliances and kitchen items okay

Lobby

- ☐ Swept / Mopped
- ☐ Returned to original condition

Maintenance Closet

- ☐ Supplies/brooms/mops returned
- ☐ No items in water softener
- ☐ Water turned off

Trash

- ☐ Trash removed and put in dumpster(behind building)
- ☐ Pick up in front and back of building i.e. cigarette butts, etc.

Other:

_____

_____

_____

_____

_____

Signed by staff: _____ **Date:** _____