



City of Blue Earth Ag Center Atrium/Conference Room Agreement

The following are the fees for reserving the atrium or conference room in the Ag Center located at 415 South Grove Street, Blue Earth MN:

\$80.00 fee – full day up to 8 hours
non-refundable unless cancellation occurs prior to 30 days of event

\$40.00 fee – half day up to 4 hours
non-refundable unless cancellation occurs prior to 30 days of event

\$50.00 deposit - refundable after inspection

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 Ag Center. If repair or cleaning costs exceed the deposit fee (\$50), the responsible user will be billed the difference. The City shall be sole arbiter of costs related to damage.

Reservations taken for governmental entities and 501(c)(3) nonprofit organizations will be at no charge however a damage deposit will still be required for non- Ag Center tenants. Other groups, organizations and individuals will pay the above fee schedule for use of the atrium or conference room in the Ag Center.

A key can be picked up at City Hall during regular City 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 60 people or less. Larger groups will be directed to an alternative facility.

Parties renting the atrium or conference room are not authorized at any time to enter any other rooms in the Ag Center other than the restrooms and must understand that theft or misuse of the facility will not be tolerated.

Anyone using the atrium or conference room is completely responsible for leaving the room in a clean and organized state. The atrium or conference room must be cleaned immediately after the event.

After an inspection of the atrium or conference room has been completed and the janitorial staff has notified City Hall staff that the Ag Center was left in satisfactory condition, the \$50.00 deposit fee will be mailed to you. Deposit refund checks will only be issued after the following Council meeting's approval of bills.



Guidelines for Atrium and Conference Room Reservations

(During weeknights and weekends)

Please complete these items:

1. If you move tables and chairs, please put them back.
 - If using the Atrium, please use map of table and chair set-up
 - Maps are located on kitchen door and display sign on the West end of the Atrium
 - If using the Conference Room, please set table and chairs back the way you found them
2. Please clean any messes made.
 - No alcoholic beverages are to be brought in or consumed on the premises.
 - The use of glitter or confetti inside the building is prohibited.
 - Nails, screws and/or any type of adhesive may not be used to hang signs, banners or decorations on walls, ceilings or any painted surface.
 - There is a wet mop in Janitor's closet (East hallway).
3. If you use the trash cans, please empty them.
 - There is a dumpster on the east side of the building.
 - Have someone hold the outside door so you don't get locked out.
 - Extra trash bags should be in the bottom of the trash can or in the milk crates in kitchen.
4. Please turn lights off in:
 - Kitchen
 - East hallway
 - Bathroom
 - Conference Room (if used)
 - Atrium lights are on an auto switch.
5. Please lock both the inside and outside doors to the Atrium. Return the key to City Hall.

Thank you!
City of Blue Earth



Please refer to the Guidelines for Atrium and Conference Room 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 damages 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 hereby 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:

\$80.00 fee – full day up to 8 hours Cash/Check _____
non-refundable unless cancellation occurs prior to 30 days of event

\$40.00 fee – half day up to 4 hours Cash/Check _____
non-refundable unless cancellation occurs prior to 30 days of event

\$50.00 deposit
refundable after inspection Cash/Check _____

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

Key Fob # _____ Given to person listed above on _____

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