



## **City of Blue Earth Senior Center Rental Agreement**

The following are the fees for reserving the Senior Center located at 118 W 7<sup>th</sup> Street, Blue Earth MN:

- \$80.00 fee – full day up to 8 hours – non-refundable
- \$40.00 fee – half day up to 4 hours – non-refundable
- \$10.00 per hour for the back room only
- \$50.00 deposit – payable in the form of a separate check – 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 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 prior to your event and returned to City staff the following business day. (Mon – Fri. 8:00 am -5:00 pm)

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

Rental or use of the facility will be limited to groups of 100 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 costs resulting from any damages to the premises will be charged or deducted from the deposit fee of the user renting the Senior Center. If replacements or repair 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.

After an inspection has been completed and the Senior Center Director has notified City Hall staff that the Senior Center was left in satisfactory condition, the \$50.00 deposit fee will be mailed to you. Deposit refund checks will only be issued at the end of each month.



## **Cleaning Guidelines for 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 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 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 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 – non-refundable      Cash/Check \_\_\_\_\_

\$40.00 fee – half day up to 4 hours – non-refundable      Cash/Check \_\_\_\_\_

\$50.00 deposit – refundable after inspection      Cash/Check \_\_\_\_\_

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

Senior Center Key given to person listed above on \_\_\_\_\_

Returned to City Hall on \_\_\_\_\_ Deposit Refunded: Check Issued on \_\_\_\_\_