



## **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

\$40.00 fee – half day up to 4 hours – non-refundable

\$50.00 deposit – payable in the form of a separate check - refundable after inspection

Repair costs resulting from any damages to the premises will be charged or deducted from the deposit fee of the user renting the Ag 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.

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 prior to your event and returned to City staff the following day. (Mon – Fri. 8:00 am -5:00 pm)

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.

Parties using the atrium or conference room 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 can be picked up at City Hall.



## **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 (Monday – Friday 8 a.m. to 5 p.m.)

Thank you!  
City of Blue Earth



*Please refer to the Guidelines for Atrium and Conference Room Reservations.*

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\$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

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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 \_\_\_\_\_