



Rental Agreement

Applicant Information

Contact Name _____ Phone Number _____

Email Address _____

Address _____

City _____ State _____ Zip Code _____

Rental Information

Area Reserved _____ Reserved on _____ Office Staff _____

Rental Date _____ Start Time _____ End Time _____

PLEASE NOTE: Allow time for decorating (if needed) , as you cannot access the reserved area before the start time listed above. All clean up and guest must be done and out by the end time listed above. All garbage must be placed in garbage containers and rooms are as you found them.

Table & Chair Setup/ Seating For # _____ Event Type _____

Rental Rates

Merrick Room \$50.00 per hour / \$10.00 each additional hour / Full Day \$110.00

The Loft \$40.00 per hour / \$10.00 each additional hour / Ful Day \$100.00

Gymnasium \$60.00 per hour / \$10.00 each additional hour / Full Day \$120.00

Racquetball \$15.00 (2 hour max) / Full Day \$55.00

Ice Arena \$220 per hour

Dry Arena Floor \$100.00 per hour

Outdoor Pool \$100.00 per hour

For Private Rentals or lock-Ins please call the LSCC.

Payment Information

I _____ agree and understand the Rental Agreement, waiver and the Terms and Conditions listed on the back of this form. The time policy and clean up terms have also been explained by staff.

Signature: _____ Date: _____

Office Staff: _____ Date: _____

Amount collected at time of reservation: _____ Amount Due day of rental: _____

Payment Type: Cash _____ Check _____ Credit Card _____

Policies for Rentals

A Community Center Staff member is available at all times during your scheduled reservation. It is their responsibility to open and close the facility and ensure that city policies and procedures are followed by the renter. If an emergency occurs, you must report it immediately to the staff member present.

Scheduling/ Cancellations

- Rental reservations are not confirmed until the Le Sueur Community Center has received the signed Room Rental Reservations Request and Guidelines form and applicable rental fees.
- Cancellations requested in writing 14 days or more in advance of the rental date will receive a full refund, less a \$10 administrative fee.
- Cancellations made in writing between 8-13 days in advance of the rental date will receive a 50% refund minus a \$10 administrative fee. Cancellations requested in writing made 7 days or less in advance of the rental date will not be eligible for a refund.
- Rental fees will be refunded if City staff must cancel the rental due to inclement weather conditions or for other reasons related to the facility's ability to host the rental.

Setup and cleanup

- Community Center Staff will set up table and chairs for event.
- Renter is responsible for the cleanup of their event. (staff will take down table/ chairs)
- The facility must be left in the same condition as it was upon arrival.
- All recycle/ trash must be removed and placed in the appropriate receptacles outside.

Responsibility for Damage

- Renter is responsible for damages to the building, its contents, and grounds due to negligence of the group and/ or anyone associated with this reservation.
- Damage fees determined by the City of Le Sueur are the responsibility of the Renter.

Youth Supervision

- Children must be supervised at all times; including all areas of the building and outside grounds.
- Children may not be left alone in any area of the facility or outside grounds.
- An adult 21 or older must accompany all minors.

Prohibited Items

- Alcohol is prohibited.
- Guns, smoking, and e-cigarettes are not permitted in the facility.
- Candles, fog machines, and bubble machine's are not allowed inside the Community Center.

Reminders

- Arrive and depart at the approved times. No added time for decorating.
- Groups that run over their agreed rental times will be charged \$10.00 every 30 minutes.

I have read and understand the above policies. **Signature** _____ **Date** _____