ORROCK TOWNSHIP
26401 180TH STREET NW
BIG LAKE, MN 55309
763-263-6411

AGREEMENT FOR USE OF A TOWN FACILITY

RENTER INFORMATION:

RENTER NAME:_____ PHONE _____

ADDRESS:_____ CITY_____ZIP _____

CONTACT PERSON, IF OTHER THAN RENTER_____PHONE_____

The "Renter" agrees to rent the Town Hall from Orrock Township, during the stated date(s) and time(s), in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on the face of this contract ONLY; therefore, renter should include sufficient time for setup and clean up. Rental of the Town Hall is available between the hours of 8:00 am and 10:00 pm. **The renter is responsible for picking up key fob during office hours. Key fob is available 48 hours prior to rental.**

EVENT INFORMATION:

RENTAL DATE(S) _____

NAME OF EVENT_____EXPECTED ATTENDANCE _____

TYPE OF EVENT_____

TIME OF EVENT: START_____END _____

TIME OF SET-UP: START_____END _____

TIME OF CLEAN-UP: START_____END _____

MULTIPLE DATES: On an individual basis, by arrangement with the Clerk's Office, multiple dates may be included in this agreement.

Are you requesting multiple dates? ☐ No ☐ Yes _____
(Dates requested if not a routine schedule)

Are the requested dates on a routine schedule?

☐ NO ☐ YES, every_____

- Use of the Town Hall by the undersigned is contingent upon its availability

RENTAL FEES AND SECURITY DEPOSIT The following rental fees and security deposit apply to the rental of the Town Hall and must be paid to the Town at the time of application. A Renter canceling a rental request within 10 days of the Event may be subject to the forfeit of all rental fees paid the Town, but the Town will return the damage deposit if one was paid.

Rental Fees

Non-Resident	*Township Resident*	*Governmental Unit/Non-Profit*	*Non-Resident Business/Organization*	*Resident Business/Organization*
$150.00	$0.00	$0.00	$500.00	$35.00

Security Deposit

Non-Resident	*Township Resident*	*Governmental Unit/Non-Profit*	*Non-Resident Business/Organization*	*Resident Business/Organization*
$300.00	*$300.00*	*$300.00*	*$300.00*	*$300.00*

SECURITY DEPOSIT covers - failure to complete the EXIT CHECK LIST, comply with the RULES, and/ or DAMAGES OCCUR, funds may be subtracted from deposit. If the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall, including collection costs. Any unused portion of a damage deposit will be returned to the Renter within 60 days of the day of the rental.

RENTER'S INITIALS_____

If cleaning is required following the reservation period, charges will be deducted from the deposit at a minimum of the below listed:

A. remove trash from trash cans $10.00
B. pick up trash from facility and/or grounds $40.00
C. sweep and/or vacuum floors $25.00
D. clean restrooms $40.00
E. pick up glasses, bottles, wipe chairs, etc. $20.00
F. clean kitchen $35.00
G. scrub floors of dirt, scuffs, spills $50.00
H. clean windows $10.00 each

RESIDENCY: Is the applicant a resident of the Town? ☐ Yes ☐ No
(If a business or organization, please provide a membership list to verify residents for resident rate)

KEY FOB CHECK OUT: The key fob may be checked out by scheduling a walk-through prior to the event. Typically, 48 hours prior to an event. Please call (763) 263-6411 or email clerk@orrocktownship.com to schedule. Failure to return the key fob will result in a $25.00 charge.

YOU ONLY HAVE PERMISSION TO ENTER BUILDING THE DAY(s) LISTED IN THIS AGREEMENT

Besides agreement holder, list authorized to check out key and be responsible for walk-through:

Name:_____Phone Number: (_____) _____

Name:_____Phone Number: (_____) _____

BUILDING SECURITY: **It is of the utmost importance to completely secure the facility upon exit.**

RENTER'S INITIALS_____

INSURANCE: The Renter may be required to provide a certificate of liability insurance or other proof of liability insurance acceptable to the Town providing coverage for the event in an amount determined by the Town. If proof of insurance is required, the proof of insurance must name Orrock Township as a "noncontributory, additional insured". Further, the Renter must deliver the proof of insurance to the Town at least 7 days before the event. Failure to provide adequate proof of insurance as required by the Town will void the rental request and any approvals given by the Town.

ASSUMPTION OF RESPONSIBILITY: The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.

INDEMNIFICATION: The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

The undersigned hereby agrees to abide by all the laws, regulations, and policies governing the use of the Town Hall. The undersigned further agrees to be responsible for any injury or damages to any persons or property arising out of the use of the above-listed Town Hall by the undersigned or any person or persons using said Town Hall in connection with the use of the Town Hall by the undersigned, and to produce evidence of insurance coverage if requested by the Town. The Town is not responsible for any valuables left in the facilities. The Town Hall should be locked when not in use. Orrock Township personnel may access the Town Hall during the rental period. The Renter should take necessary precautions to protect valuable personal property and arrange with the Town Clerk's Office for key and opening and closing procedures. This contract is finalized when approved and signed by BOTH renter AND Town Clerk or Town Board.

Dated this_____day of_____,_____.

_____ _____

Applicant's Name **Applicant's Signature**

APPROVED BY:

_____

Town Clerk or Town Board

RENTAL REQUESTS

PROCESS: All rental requests must be made on the application form provided by the Town and shall be delivered to the town clerk. When a completed Rental Application is received, the Town will notify the Renter of whether the request is approved. All approvals are subject to and conditioned upon: the payment of all required rental fees and a damage deposit (if required); any modifications, limitations, or additional requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.

PRIORITY: The Town Hall is available to rent on a first come, first serve basis.

RENTAL HOURS: The rental hours for a particular Event shall be as indicated by the Town on the Rental Application form and approved by the Town. The Town may approve additional hours to set-up for, and clean-up after, the Event. The Renter and all attendees must vacate the Hall by the end of the rental hours, except that the Town may approve specific additional hours a Renter may use to clean the Hall after the Event.

SUBLET OR TRANSFER: A Renter may not sublet the Town Hall, nor may the application or rental privileges be transferred or assigned.

CANCELLATION: Approved rental requests may be canceled as provided in this section. Application fees are non-refundable and will not be returned if a rental request is canceled, except as provided by this section.

BY TOWN: The Town may cancel any approved rental request in any of the following circumstances: (1) at any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to file the required damage deposit within the time set, failing to pay the rental fee in full by the time set, failing to provide for security by a law enforcement when required; (2) for any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event; or (3) at any time for reasons beyond the Town's control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services. '

If the Town cancels a rental request after it has been approved, except for Rental's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damage resulting from the Town's cancellation of a rental request as provided in this section.

BY RENTER: A Renter may cancel a rental request up to 10 days before the Event. The Town will return any rental fees and damage deposit paid by the Renter. A Renter canceling a rental request within 10 days of the Event may be subject to the forfeit of all rental fees paid the Town, but the Town will return the damage deposit if one was paid.

RENTER'S INITIALS_____

TOWN HALL RENTAL RULES

- No alcoholic beverages are allowed in the building or on the grounds.
- Smoking and vaping are not allowed in any part of the building or within 25 feet of the building.
- Gambling of any nature or manner is prohibited.
- Sound levels must be controlled so as to not cause damage to the Hall or to unreasonably disturb neighbors.
- Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.
- Well and Septic: The Town Hall is served by a private well and on-site sewer septic system. It is advisable to bring bottled water for consumption.
- Our kitchen is not a preparation center. Food should be cooked at home and only reheated in the hall.
- Coffee makers, punch bowl and any other “liquid” (Fountain, fondue, etc.) are to remain in the kitchen or on the tile floor.
- Red beverages are prohibited in all carpeted areas and any areas that can stain.
- Do not place any nails, hooks, tacks, screws or other fasteners into or on any part of the facility.
- Do not tape signs on painted walls in any part of the facility.
- No lit candles or open flames indoors.
- No glitter, confetti, straw, smoke or bubble machines or similar decorations.
- Do not prop the exterior doors open.
- No animals are to be brought indoors by renters or guests – (except for service dogs).
- No standing on the chairs or tables. A step stool is in the Mechanical Room.
- Guests may not park on the lawn or in any way that causes damage to the grounds or that interferes with traffic or safety.
- The Town Hall’s outdoor grounds may be used for games. No signage, decorations, shelters, or any other object may be affixed or placed on the outdoor grounds without prior consent of the town.
- All rental and use of the Town Hall is scheduled through the Town Clerk’s Office.
- The Renter may not charge admission for the Event unless approved by the Town.
- The assembly area’s capacity for guests is 94 people.
- The signed rental agreement, fee and damage deposit must be received to hold the facility.

RENTER’S INITIALS_____

TOWN USE ONLY

Application Approval

Application Approved? Yes: ☐ No: ☐

If "No", the reasons(s) for the denial:

Conditions or modification of policy for approval

Conditions or modifications of approval include: (if none, list "None")

Fees

Rental Fee: $_____(Paid on:_____/_____/20____)

Damage Deposit: $_____(Paid on:_____/_____/20____)

Any deductions:

Damage Deposit returned on (if applicable):_____/_____/20____

After Rental

Any signs/reports rental policy was not followed:

Any follow-up communication with the Renter:

Was the Rental Policy followed: Yes: ☐ No: ☐

If "No", what policies were not followed:

For the Town

Printed Name:_____Signature:_____

Date:_____/_____/20_____

POST-EVENT CLEAN-UP CHECKLIST

CLEANING SUPPLIES ARE IN THE MECHANICAL ROOM

Prior to final exit please ensure all items below are completed. Thank you.

- ☐ Lights off; (Entry and outdoor lights are on sensors)
- ☐ Tables and chairs in position
- ☐ Vacuum – return vacuum to mechanical room
- ☐ Floors completely swept and fully mopped, if necessary
- ☐ Kitchen cleaned (counters/sinks/floors)
- ☐ Wipe all spills on carpet and tile
- ☐ Restrooms cleaned (floors/sink area)
- ☐ Thermostat is set as instructed
- ☐ All food, beverages, equipment and supplies must be removed from the premises no later than the exit time stated on the face of this contract
- ☐ EXTERIOR entry doors locked and checked. Double-check that the entry and kitchen doors are latched.
- ☐ Empty all garbage and dispose of off-site
- ☐ Any new stains on the carpet should be reported on the cleaning checklist so that staff may address them as soon as possible. Please try to absorb the liquid immediately, but please do not use water or cleaning solution on the carpet.

PROPERTY OR BUILDING DAMAGE

Location ~ Item	Pre-Rental	Post-Rental

NOTES: