

# RENTAL AGREEMENT

COON LAKE COMMUNITY & SENIOR CENTER  
182 Forest Road  
Wyoming, MN 55092

Rental Date: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Damage Deposit: \$ \_\_\_\_\_  
Date Rec/Ck #: \_\_\_\_\_ Date Rec/Ck #: \_\_\_\_\_

## RENTER INFORMATION

Name: \_\_\_\_\_ Primary phone: \_\_\_\_\_  Cell  Home  
Address: \_\_\_\_\_ Secondary phone: \_\_\_\_\_  Cell  Home  
City: \_\_\_\_\_ CLCSC Member:  Yes  No  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## GENERAL INFORMATION

**Rental Fee and Damage Deposit:** Rental fees and damage deposits amounts are based on the size of the rental event and CLCSC membership status. Damage deposit amount is equal to the rental rate. Payment must be made by cash or check. Damage deposit will be returned following an inspection after the rental to confirm all cleaning requirements have been met and that there is no damage resulting from the rental. In the event the inspection finds the condition is not satisfactory or the facility has been damaged the damage deposit the cost for extra cleaning or damage repair will be deducted from the damage deposit prior to any refund. ***Rental fees and damage deposits can be paid for with the same check and will be deposited when received. Fees must be paid before the rental date is considered locked in.***

### Rental Rates

<= 50 people:	Member: \$75.00	Non-member: \$100.00
51-100 people:	Member: \$100.00	Non-member: \$125.00
>100 people:	Member: \$125.00	Non-member: \$175.00
Wedding:	Member: \$400.00	Non-member: \$500.00
Kitchen only:	Member: \$50.00	Non-member: \$50.00

**Cancellations:** Full refunds of rental fee and damage deposit will be given for rental cancellations prior to 60 days before the rental date. An amount equal to ½ of the rental fee will be forfeited for any cancellations after 60 days before the rental date.

**Facility Access:** Access to the facility is limited to the rental date only unless prior arrangements have been made with the CLCSC Rental Coordinator. The CLCSC Rental Coordinator will provide renters with a key to the facility on the day prior to the rental date. The key must be left in the facility on kitchen serving counter when the renters leave the building or returned to the CLCSC Rental Coordinator at the end of the rental.

**Decorations:** Decorations may not be taped, stapled, nailed or pinned. Use of poster or museum putty for attaching decorations is recommended. Unless prior arrangements have been made all decorations must be removed the day of the rental. Banners are available at additional cost with a minimum of a three week notice.

**Noise Restrictions:** No band or other loud music is allowed after 12:30 AM inside the building. Consistent with City of East Bethel ordinances bands or other music outside must not be at a volume that is disruptive to the neighborhood and must cease at 10:00 PM.

**Smoking:** The Coon Lake Community & Senior Center is a NON-SMOKING facility. Evidence of smoking inside the building will result in forfeiture of the damage deposit.

**Tents:** Party tents are allowed, but must be removed the day of the rental unless other arrangements are made with the CLCSC Rental Coordinator. No camping tents are allowed. No overnight camping is allowed.

**Parking:** The parking lot capacity is 22 vehicles. On-street parking is required for vehicles in excess of the parking lot capacity. Please be considerate of neighboring driveways. There is NO PARKING on the lawns.

**Security System:** The CLCSC facility has a security system that is active when the building is not occupied. The CLCSC Rental Coordinator will ensure the security system is turned off for the rental date. In the event the alarm is inadvertently activated contact the CLCSC Rental Coordinator immediately.

**Deep Fryers:** Use of the deep fryers in the facility by renters is PROHIBITED.

**Alcohol:** You are allowed to bring in alcohol with these restrictions: The renter is responsible to ensure they have proper insurance coverage in place - check with your homeowners insurance agent. Beer kegs and other alcohol must be under supervision. It is in the renter's best interest to appoint someone responsible to be a bouncer. Alcohol consumption by anyone under 21 is prohibited and will result in refusal of any future rental requests. COON LAKE COMMUNITY & SENIOR CENTER WILL NOT BE HELD RESPONSIBLE FOR ANY ALCOHOL RELATED LIABILITIES.

### CLEANING REQUIREMENTS

**Dining Hall:** Sweep floor. Arrange tables and chairs per layout chart. Wipe tables and chairs. Any spills on floor need to be mopped. Remove trash to outside trash cans. New trash bags in all trash cans. Remove decorations.

**Kitchen:** Wash any dishes that were used. Wipe stove and countertops. Clean sinks. Remove trash to outside trash cans. New trash bags in all trash cans.

**Bathrooms:** Sweep floor. Remove trash to outside trash cans. New trash bags in all trash cans.

**Grounds:** Pick up trash. Pick up cigarette butts. Remove decorations.

**Windows:** All windows closed and locked.

### SIGNATURES

Coon Lake Community & Senior Center and Renter agree to the details and requirements of this Rental Agreement:

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CLCSC Rental Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

### CLCSC Use Only

#### Post Rental Inspection

- NO damage resulting from this rental has been found. Damage Deposit shall be returned to Renter.
- Damage resulting from this rental has been found. DO NOT return damage deposit to Renter.

• Comments: \_\_\_\_\_  
\_\_\_\_\_

Renter has been notified of damage

CLCSC Rental Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Damage Deposit Returned: Date: \_\_\_\_\_ Check #: \_\_\_\_\_

CLCSC Treasurer: \_\_\_\_\_