CITY OF SCANLON

2801 Dewey Ave

Scanlon, Minnesota 55720

(218) 879-4578

Email: [cityclerk@cityofscanlon.com](mailto:cityclerk@cityofscanlon.com)

**Community Center Rental Application**

Please complete this Community Center Rental Application, and return the completed application along with your security deposit to the City Clerk’s office.

**INDIVIDUAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE AND TIME OF RENTAL**

Event Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Rental/Event Event End Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up/Clean Up Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Early set up/clean up there is a $30.00 fee**

**We do not pro-rate hours for rental**

**EVENT INFORMATION**

Describe event and activities including any accessory entertainment items such

as Bounce Houses, Inflatables, etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***COMPLETE BOTH SIDES***

**To reserve your event date this application must be completed and**

**Accompany with your $200.00 Security Deposit.**

**The Rental Fee will be paid at the time you pick up the key for your event.**

Fees may be paid by either cash, check, we also accept debit/credit card for a small fee. Checks should be made out to the “City of Scanlon”.

See the Community Center Rules and Regulations for more information.

**Certificate of Liability Insurance Requirements:** can be faxed to 218-879-4579 or emailed to cityclerk@cityofscanlon.com.

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Signature of Applicant Date

**FOR CITY USE ONLY** Application Approved: YES NO

Security Deposit Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ck/Rcpt#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Fee Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ck/Rcpt#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate of Insurance Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Scanlon, MN 55720

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Scanlon Community Center Rental Rules and Regulations

1. Reserving the Community Center. To reserve the Community Center, the User must submit a Community Center Rental Application to the Scanlon City Clerk’s Office at least 2 weeks prior to the Event along with a your security deposit in the amount of $200.00. The Community Center will be rented on a first come first serve basis.
2. Security Deposit. A security Deposit of $200.00 must accompany the Application. Security deposit shall be a separate check from your rental fee. The Security deposit will be returned once the key is returned to the Clerk’s office and no damage or loss has occurred. The key must be returned to the Clerk’s office the next business day following the event unless other arrangements have been made prior with the City Clerk. **If the key is not returned, the City of Scanlon has the right to keep your security deposit.** The City may withhold a portion or all of the deposit if the User does not adequately clean the community center following the evet. The amount of the deposit does not limit the liability for the User for any damage or loss caused by the User or the User’s guest and invitees.
3. Rental Fee. The City charges the following rental fees for use of the Community Center.

* $30.00 per hour up to 8 hours
* $250.00 over 8 hours
* $30.00 early set up and clean up fee
* $50.00 Cleaning fee for Wedding, Receptions, Rummage Sales and Graduation Party. This cleaning fee in nonrefundable and must be paid at the time you pick up the key.

1. Rental Fee. The City charges the following rental fee for the use of meeting rooms (Council Chambers)

* $20.00 per hour up to 8 hours
* $75.00 over 8 hours.
* $30.00 early set up and clean up fee

The rent is due at the time you pick up the key for your event. The key can be picked on or before Thursday by 3:00 pm the week of your event. City Clerk’s office is open Monday-Thursday 12-4 and closed on Friday. The Clerk is usually in the office Monday – Thursday at 7:00 but please call to make sure the Clerk is available.

1. Certificate of Liability Insurance Requirements

The City required the User to supply the city with a “Certificate of Insurance” for all events held at the Community Center. The City does not have insurance to cover an event that is not hosted by the City. The User will also be the holder of the *Certificate of Insurance.* Your insurance company can fax this over to the city at 218-879-4579 or email [cityclerk@cityofscanlon.com](mailto:cityclerk@cityofscanlon.com).

**KEY WILL NOT BE GIVEN OUT IF WE DO NOT HAVE THIS CERTIFICATE OF INSURANCE**.

1. Kitchen/Food. Users may provide their own food and beverage or utilize a professional caterer. If the kitchen is used, all dishes, pots, pans, glassware, silverware and other utensils must be washed, dried and returned to their original location. You must provide your own condiments, coffee, filters, etc.

Towels / Wash cloths are in the kitchen for your use, please do not take them home.

1. Cancellation/Refund Policy. For cancellation requests received by the City at least 2 weeks prior to the Event date, no rental fee shall be due. For cancellation requests received less than 2 weeks prior to the Event date, one-half of the rental fee shall be due. All cancellations must be submitted to the City in writing or by calling the City Clerk 2 weeks prior to the Event date. The City reserves the right to cancel the Event. If the City cancels the event, the User shall be entitled to a full refund of any rent paid.
2. Maximum Capacity. The maximum capacity of the Community Center (gym) is 330. Council Room maximum capacity is 25-30. Under no circumstance shall the number of persons at an Event exceed the maximum capacity.
3. Alterations. The User shall not make any alterations to the Community Center without the written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Community Center.

Do not use scotch tape as this removes paint from the walls, please use painters tape or poster putty.

No Confetti, Glitter, Rice, Birdseed, etc., Glue or Paint is allowed to be used inside or outside of the facility. Use of these items will result in a forfeiture of your deposit.

Candle use of any kind is also prohibited.

1. Building Access. User must pick the key up the week of your Event and no later than 3:00 on Thursday. They key must be returned to the City Clerk’s office the next business day following your event, unless other arrangements have been made prior with the City Clerk.

**If the User does not return the key the security deposit will not be returned.**

**AT NO TIME IS THE BUILDING TO BE LEFT UNATTENDED**.

**Driving/Parking on Sidewalks and Lawn is prohibited and may result in loss of Damage Deposit**.

1. Parking. The User and guest are to park in front of Community Center on Dewey Ave. Parking in the back is limited to the far west corner dirt parking lot only.

**NO PARKING IN FRONT OF FIRE DEPARTMENT DOORS OR CITY GARAGE.**

**VEHICLES PARKED IN THIS AREA WILL BE TOWED AT THE**

**OWNER’S EXPENSE.**

1. Access by the City. The User shall permit the City’s officials, employees or agents to have access and to enter the City Hall / Community Center at any time during the Event.
2. Designated Area. Only the area designated in the Community Center Rental Application may be used. Any offices or other private areas are off limits.
3. Clean up. The User is responsible for leaving the Community Center in as good or better condition than found. All tables and chairs must be returned to their original position. Tables and Chairs are to remain inside the building at all times. All Tables and Counters wiped clean. All Dishes / Utensils used shall be washed and returned to their original locations. Stove and Oven shut off and Microwave wiped out if used. The User shall bag all garbage and leave it in the hallway.
4. Event Attendees. Users are responsible for their conduct and that of all invited guests including children. Any damage to the facility or grounds during the function will be the responsibility of the User. The User of the Community Center also agrees to inform all persons attending the Event of the terms and conditions concerning the use of the facility
5. Admission Fee. The User may not charge an admission fee, sell tickets or solicit donations.
6. Smoking. Smoking in the City of Scanlon Community Center is prohibited at all times.
7. Alcohol. The User may hire a licensed liquor establishment to serve and sell liquor. This establishment must be approved by the City Clerk three (3) weeks prior to your Event, The establishment must provide proof of license and insurance to the City Clerk two (2) weeks prior to your Event. User need to inform local law enforcement that you will be providing liquor at your events.
8. No Discrimination. The City does not deny access to the Community Center on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Center does not imply endorsement of a group’s views by the City.
9. Accidents/Damage. Any accidents or damage to the Community Center must be reported to the City Clerk following the Event.
10. Personal Property. The City will not be responsible for any personal property belonging to the user or the user’s guests or invitees.
11. Indemnification. The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses costs or charges (including attorneys’ fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Center by the User or by the User’s guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
12. Waiver and Assumption of Risk. The User knows, understands and acknowledges the risks and hazards associated with using the Community Center and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Community Center and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability.

**REMINDER:**

**NO PARKING IN FRONT OF FIRE DEPARTMENT DOORS OR CITY GARAGE.**

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