

**CITY OF COHASSET
COMMUNITY CENTER RENTAL AGREEMENT**

INDIVIDUAL(S) RENTING FACILITY: _____

EVENT: Reception/Reunion/Anniversary/Shower/Banquet/Meeting/Banquet/Funeral/Other

Describe _____

CITY RESIDENT/NON-RESIDENT _____ DATE DESIRED: _____

APPROXIMATE NUMBER OF GUESTS: _____ * HEAD TABLE: _____

*Over 250 requires a second dance officer

FACILITIES NEEDED:

Activity Room _____, Commons Room _____, Kitchen _____, P A System (\$10) _____,
Dance Officer _____, 2nd Dance Officer _____, Tioga Beach Pavilion _____,
Safety Inspection (\$25) _____, Other _____.

It is understood and agreed that the renter assumes full responsibility for any damages to the building and furnishings during the hours of rental. The community center must be vacated from **midnight** until 6 AM. **The dance security person is the last one to leave the community center building.** The deposit will be returned if the building is cleaned, there is no damage, the community center rental checklist is complete as agreed, the renters are out by midnight, and if there is a need to cancel, a notification of cancellation is received 90 days prior to the rental date. **All cancellations are subject to a \$50.00 cancellation fee.**

A CERTIFICATE OF INSURANCE **WITH LIQUOR LIABILITY COVERAGE IF SERVING ALCOHOL** in the name of the responsible person signing will be required to verify homeowners/renters insurance coverage for liability purposes. Copy Received _____.

NO ANIMALS ALLOWED IN BUILDING

Signature of responsible person: _____

Print: _____

Address: _____

Telephone: Home _____ Other _____

FEES TO BE PAID IN ADVANCE:

DEPOSIT (all deposit paid will deposited) _____ Hours: _____

ROOM: Commons _____ From _____ to _____

Activities _____ From _____ to _____

Tioga _____ From _____ to _____

Extras _____

SAFETY INSPECTION (\$25) _____

DEPUTY

Minimum of 4 hrs. _____ From 8:00 p.m. to MIDNIGHT

Additional hours for deputy (\$25) @ _____ From _____ to _____

SUBTOTAL _____

Date deposit paid _____ (_____) Receipt number _____

Balance due _____

paid _____ (_____) Balance due _____ Receipt number _____

paid _____ (_____) Balance due _____ Receipt number _____

paid _____ (_____) Balance due _____ Receipt number _____

RENTAL FEES:

A **resident** is a person who lives within the 36 square miles of the Cohasset city limits and cannot rent the building for non-residents unless the non-resident is a member of the resident's immediate family (parent, grandparents, children, grandchildren, brothers and sisters). ***Please note that not everyone with a Cohasset, MN mailing address is a City of Cohasset Resident.**

Any level four event in the commons will be charged a \$25 safety inspection fee and the facility will be inspected for safety or fire hazards when the decorating is done.

BOOKINGS:

Tioga Beach Pavilion:

9 AM until 3 PM	Resident \$25.00	Non-Resident \$30.00
3 PM until 9 PM	Resident \$25.00	Non-Resident \$30.00

Community Center Activities Room or Post Office Meeting Room:

Resident	\$50.00 - Room - \$25.00 deposit (returnable)
Non-resident	\$100.00 - Room - \$50.00 deposit (returnable)

Community Center Commons Room and Portage Park- (Cohasset Recreational Programming). Examples: 4-H, Cub Scouts, Girl Scouts, 50+ Club, sports teams and etc.

Contact Park & Recreation Coordinator

Community Center Commons Room

LEVEL ONE: Examples – Funerals, classes, etc.

Resident	\$ 20.00 - Commons
Non-resident	\$ 40.00 - Commons

LEVEL TWO (One day use-no kitchen, no catering, no food): Examples - Non-profit functions; Fundraisers; Meetings; Seminars; Trainings and etc.

Resident	\$ 75.00 - Commons - \$ 50.00 deposit (returnable)
Non-resident	\$150.00 - Commons - \$100.00 deposit (returnable)

LEVEL THREE (One day use-with kitchen, catering or food): Examples - Non-profit functions; Fundraisers; Banquets; Luncheons; Dinners; Meetings; Seminars; Trainings and etc.

Resident	\$150.00 - Commons & Kitchen - \$100.00 deposit (returnable)
Non-resident	\$300.00 - Commons & Kitchen - \$200.00 deposit (returnable)

LEVEL FOUR – (2 PM Friday until 2 PM Sunday- with kitchen, decorations, music and/or dance): Examples - Weddings; Receptions; Reunions and etc.

Resident \$275.00 - Hall & Kitchen + Deposit - \$100.00 (returnable)
 \$100.00 - Dance Security *
 \$375.00

Non-resident \$425.00 - Hall & Kitchen + Deposit - \$200.00 (returnable)

 \$100.00 - Dance Security *
 \$525.00

NOTE: Charge for security person = \$100.00 for a minimum of 4 hours of service. 8:00 P.M. to Midnight, any additional time is at a rate of \$25.00 per hour.

* Dance Security scheduled start time is from the time that any alcoholic beverages are being served. **There is to be NO ALCOHOL SERVED without a deputy present.** **You will lose your full deposit if this rule has not been followed.** A second dance security person will be **required** at any event with 250 or more guests.

On May 27, 2008 the Cohasset City Council passed the motion to retain a **\$50.00 cancellation fee** from the customer deposit for the cancellation of the community center rental.

The community center building will be vacated from midnight until 6AM each night. The security person will be the last one to leave the building at midnight.

MISCELLANEOUS:

PA System \$10.00
Safety Inspection \$25.00

NO RUMMAGE SALES

NOT AVAILABLE TO PROMOTE SALES OF COMMERCIAL PRODUCTS OR FOR ANY INDIVIDUAL'S PROFIT.

YOUR DEPOSIT CAN BE WITHHELD FOR ANY OF THE FOLLOWING REASONS:

- **Serving alcohol without a deputy present**
- **Failure to completely vacate the building by midnight**
- **Failure to complete tasks on rental checklist**
- **Any damage made to the community center building**

**CITY OF COHASSET
RESOLUTION 2006-09
RULES & REGULATIONS FOR COMMUNITY CENTER RENTALS**

Resident/Non-resident:

A resident is a person who lives within the 36 square miles of the Cohasset City limits and cannot rent the building for a non-resident unless the non-resident is a member of the resident's immediate family (parent, grandparents, children, grandchildren, brothers and sisters).

****Please note that not everyone with a Cohasset, MN mailing address is a City of Cohasset Resident.***

Rental Hour Limits: 8:00 A.M. to 12:00 A.M.

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. Midnight means the renters **and** musicians are out of the facility or an additional charge of \$50 for each hour or portion thereof will be charged.

Activities Room:

The Activities Room is not included with the rental of the commons. If it is not rented prior to the date and it gets used the renter will be charged for the use.

Dances/Alcoholic Beverages:

A uniformed dance security person must be on duty for all dances or whenever alcoholic beverages are being served. IDs will be checked for anyone who appears to be younger than thirty years of age. Alcoholic beverages may be brought in and served, but there cannot be a cash bar set up where the alcohol is sold. **The City will hire the dance security person and he/she is to be the last one to leave the community center building.** The fee for the dance security person, paid prior to the rental, will be for a minimum of 4 hours and there will be an additional fee if he/she has to stay beyond the 4 hours. If there will be 250 or more guests in attendance, a second dance security person will be **required** for an additional fee.

Dances open to the General Public will require prior approval of the City Council.

If law enforcement is summoned for any problem or situation, the city of Cohasset supports law enforcement to the full extent of the law.

Food Preparation:

The kitchen is **not** Public Health approved for food preparation, so all food brought in must be already prepared and may be heated and served.

If food is going to be cooked out of doors using grills, etc., it **must** be done on the corner of the parking lot on the **west** side of the building.

Decorations:

There are to be **TABLE DECORATIONS ONLY**, no glitter, confetti, no natural trees, nothing hanging on the walls or from the metal stripping around the room. Candles may be used if they are in self-contained containers, such as votive cups, and no tall tapered candles may be used unless a fire retardant table covering is used. Helium tanks brought in to the building **must** be secured in an upright position. All events will be charged a safety inspection fee and the facility will be inspected for potential safety or fire hazards.

Table Arrangements:

City employees will set up and take down all tables and chairs. There is one standard set up, but the renters can rearrange as they wish. The hall can be set up for approximately 312 guests, which includes steel folding chairs and enough padded chairs to be used at the head table.

Prohibited Functions:

Rummage sales, auctions or any type of function that profits an individual, firm or corporations are prohibited.

Pets: No pets are allowed in the building.

Smoke Free Facility:

The Cohasset Community Center is a **non-smoking facility in its entirety.**

Responsibilities of renter at the end of rental hours:

1. All tables and chairs are to be cleaned off and wiped down.
2. All garbage is to be picked up, bagged and set by the east door in the commons.
3. The kitchen is to be cleaned; all dishes are to be washed in dishwasher, dried and put back in their proper places.
4. Make sure dishwasher is drained and turned off.
5. Turn thermostats to 60 degrees in winter months and turn air conditioner off in summer months.
6. Turn off all lights - **be sure to check restroom lights.**
7. See that all doors are locked.
8. Drop keys off in utility drop box at the main entry of Community Center.
9. Drop the community center rental cleanup checklist in the utility drop box.

NOTE: The deposit will be returned after the building, furniture, dishes, deputy hours and return of keys are verified by City personnel.

Adopted by the City Council of the City of Cohasset, Minnesota on this ^{23rd} day of May, 2006.

Mayor

Attest: _____
Clerk/Treasurer

COMMUNITY CENTER RENTAL CHECKLIST

BEFORE LEAVING THE COMMUNITY CENTER AFTER USE, PLEASE CHECK OFF THE FOLLOWING AND PLACE THIS LIST ALONG WITH THE KEY IN THE UTILITY DROP BOX AT THE FRONT ENTRANCE OF THE COMMUNITY BUILDING.

Renters Name: _____ Date: _____

MAIN ENTRANCE AND HALLWAY:

- ___ 1. The hex key to open and lock the main entrance door is located at the upper right hand side on the inside of the main door. Be sure the key is replaced after unlocking and locking the door.
- ___ 2. Turn off all hallway lights, leaving on only the security lights.

RESTROOMS:

- ___ 1. Turn off lights.

COMMONS ROOM (MAIN HALL):

- ___ 1. Clear all tables of debris and place in proper containers.
- ___ 2. Turn off lights.
- ___ 3. Lock all doors.
- ___ 4. Turn down thermostat to 60 or turn off air conditioner, whichever applies.
- ___ 5. Everything (rental equipment, decorations, pop machines, etc.) is to be removed by the end of the rental hours.

KITCHEN:

- ___ 1. Wash dishes, etc. Dishwasher operating instructions are posted on the wall.
- ___ 2. Be sure all dishes & silverware are dry and put back in proper places.
- ___ 3. Clean up all spills, etc.
- ___ 4. Take all left over food and clean the refrigerator, etc.
- ___ 5. Clean out oven.
- ___ 6. Turn off lights.

KEY:

- ___ 1. Place key in utility drop box to the right of the main entrance door.

NOTE: DEPOSIT WILL BE RETURNED AFTER BUILDING, FURNITURE AND DISHES ARE CHECKED BY CITY PERSONNEL.

City Personnel comments:

City Personnel Signature: _____

COMMUNITY SAFETY CHECKLIST

PLEASE CHECK OFF THE FOLLOWING AND PLACE THIS LIST IN THE UTILITY
DROP BOX AT THE FRONT ENTRANCE OF THE COMMUNITY BUILDING.

DATE OF EVENT: _____

PRINT NAME OF INSPECTOR: _____

NAME OF EMERGENCY CONTACT: _____

TELEPHONE: _____

COMMONS ROOM (MAIN HALL):

- ___ 1. NO GLITTER/CONFETTI
- ___ 2. NO NATURAL TREES
- ___ 3. CANDLES IN SELF-CONTAINED CONTAINERS
- ___ 4. NO TAPER CANDLES
- ___ 5. HELIUM TANKS SECURED IN AN UPRIGHT POSITION
- ___ 6. NO GAS/PROPANE OPERATED DEVICES INSIDE

NOTE ANY MISCELLANEOUS HAZARDS AND CORRECTIVE ACTION TAKEN:

INSPECTOR SIGNATURE: _____

DATE: _____

100-00-36222 \$25.00