**Mapleton Community Center Rental Form**

**304 2nd Ave NE, PO Box 366, Mapleton 507-524-3492**

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

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost to Rent**: $75 Mapleton Resident $100 Non-Resident $65 Non-Profit

Payment is due at the time of booking the reservation. Refund for cancellation up to 7 days before the rental date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment made by check/cash

A **Damage Deposit** is required for all leasing in the form of a check **(separate check from rental payment please)** made out to the City of Mapleton for $100. This deposit must be made before picking up the key. Damage deposit will be returned to you only after the key is returned and inspection of the building is done. \_\_\_\_\_\_please initial

**Will you be serving alcohol?** \_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_No

A **Certificate of Liability Insurance** (with a minimum of $300,000 coverage) will be required to verify homeowners/renters insurance coverage for liability purposes. Proof must be shown before picking up the key. A Certificate of Liability Insurance can be emailed to s.moore@mapletonmn.gov \_\_\_\_\_\_\_please initial

**No animals** except service animals are allowed in the building. \_\_\_­­\_\_\_\_ please initial

**Keys** may be picked up at city hall the week of the event. The damage deposit will need to be made at this time. Keys can only be picked up during business hours. City Hall hours are Monday, Tuesday, and Friday from 8:00-4:30 and Wednesday and Thursday from 8:00-2:00. Keys can be returned in drop box at city hall.

 \_\_\_\_\_\_\_please initial

**Checklist when renting the Community Center**

* No smoking in the building
* Unplug and clean coffee pots
* Place all garbage and recyclables in the bins outside
* Wipe out sinks
* Wipe off counters
* Wipe off tables and chairs
* Sweep floors and mop if necessary
* Put tables and chairs back where they were
* Make sure all toilets are flushed and water isn’t running
* Empty bathroom garbage and turn out lights
* Make sure all windows are shut
* Make sure all lights are off
* Lock all doors

**We appreciate you renting our facility. Thank you for helping us keep our Center looking nice. Please let us know if you have any concerns.**

**Hold Harmless Agreement**

I understand that my use of the Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Mapleton will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization that I represent, I expressly forever release and discharge the City, it’s agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Community Center. I also agree to reimburse the City for any damage, breakage, maintenance, cleaning and theft of equipment beyond the damage deposit if so warranted.

User Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Keys Returned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Damage Deposit Returned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_