



Dover City Hall – 217 West Center Street - PO Box 116 - Dover, Minnesota 55929 – phone 507-932-4314

DOVER COMMUNITY CENTER RENTAL AGREEMENT

Please complete and submit to the Dover City Clerk's Office

CONTACT INFORMATION:

Contact Person: _____ Address: _____

Phone number: _____ Organization: _____

Email Address: _____

Description of event: _____

Rental Date: _____ Starting time: _____ Ending time: _____

Approximate number of guests: _____ Open to public: Yes or No

Arrangements with the City Clerk must be made to pick up the access fob with instructions and to meet with the City Clerk to go over after use inspection, to determine deposit payback.

If questions or issues arrive you may try the City Clerk's email at dovercityclerk1@gmail.com

- **If any damage occurs to the Community Center, the Contact Person is held financially responsible for actual costs of cleaning or replacement of equipment.**
- Leave facility in a clean and orderly condition.
- Place all trash in containers provided.
- Be sure to shut off lights and lock the door behind you, the fob shall be left in the drop box inside the facility on the Clerk's Office Door.

Cameras are used throughout the building for safety purposes. If agreement rules are being violated or the safety of the people or building is in question, you may be asked to leave and turn in your keys/fob.

PLEASE CIRCLE/INDICATE USE OF CHOICE:

Class- Community Center	Fee-resident	non-resident	Deposit
Kitchen Per Hour	\$20.00	\$40.00	\$50.00
Kitchen Half Day	\$60.00	\$120.00	\$50.00
Kitchen Full Day	\$120.00	\$240.00	\$100.00
Kitchen + Gym + Chair Room Per Hour	\$40.00	\$80.00	\$50.00
Kitchen + Gym + Chair Room Half Day	\$110.00	\$220.00	\$50.00
Kitchen + Gym + Chair Room Full Day	\$215.00	\$430.00	\$100.00
Meeting Room Per Hour	\$10.00	\$20.00	
Meeting Room Half Day	\$30.00	\$60.00	
Meeting Room Full Day	\$60.00	\$120.00	
Meeting Room + Gym Per Hour	\$20.00	\$40.00	
Meeting Room + Gym Half Day	\$50.00	\$100.00	\$50.00
Meeting Room + Gym Full Day	\$100.00	\$200.00	\$100.00

Gym Use for athletic/teams and individuals please see "gym agreement".

All Deposits- Cash only

Half day- up to 4 hours

Full day- up to 10 hours maximum

Kitchen only- maximum 10 people

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Agreement holder for Community Center, its facility and surrounding grounds agree to:

1. Comply with all City Ordinances, MN State Statutes, Federal Laws, and the established rules which apply to authorized use of the Community Center.
2. Assume full responsibility for any unlawful act committed in the exercise of this agreement.
3. Please leave premises as you found it or cleaner.
4. Wipe up tables and counter tops- do not use harsh products on any of the surfaces.
5. Tables and Chairs must be folded and put back on cart and racks.
6. Sweep/mop floor and clean up spills
7. Be sure microwave, ovens and stove tops are cleaned and turned off.
8. Make sure coffee maker and pots are off and clean.
9. Check restrooms- pick up towels and make sure water is not running.
10. Store garbage bags and trash bags as instructed when picking up the keys.
11. Lights off when you leave.
12. Doors locked.
13. Schedule a time to turn in keys and pick up your deposit.
14. Contact person must schedule a time to pick up keys and instructions prior to event with clerk.
15. Cameras are in use during all hours.
- 16. No Alcohol- if viewed on a camera the event will end immediately.**
17. Abide by all food regulations required by Olmsted County Health Department.
18. All persons under 18 years of age must be supervised by an adult(s).
19. No hazardous materials may be brought into the Community Center.
20. No functions/events may go past 12:00 midnight.
21. Report any damage to the Clerk's Office.
22. All personal items must be removed including left-over food or drink.
23. The person who signed the agreement must be present at all times- RESPONSIBLE!!

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(Damage/Cleaning Deposit of \$200 cash, required when event over 30 people expected or with public invited) and liability is not limited to the \$200 deposit, but actual cost(s). For less than 30 people expected deposit will be held according to the schedule listed above.

Conditions for the permit:

I understand that I am the responsible person and take all liability when reserving the Community Center.

Signature of responsible person

Date

Approved by:

Title

Date

Payment and deposit due at time of booking.

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