

COMMUNITY ROOM RENTAL FEES
Contact City Hall at 258-5300 for reservations.

Full Room Only

Class I: \$0 per day Deposit: \$0

- Any Sauk Rapids civic organizations (When Sauk Rapids Staff is presenting)
- Recognized Sauk Rapids school organizations and school related function
- Local tax supported/government agencies serving the City of Sauk Rapids with city staff participation.
- Benton County

Class II: \$75 per day Deposit: \$150

- Any Sauk Rapids non-profit community groups
- Any Sauk Rapids civic organizations
- Any Sauk Rapids community resident
- Local tax supported/government agencies serving the City of Sauk Rapids

Class III: \$150 per day Deposit: \$150

- Any Sauk Rapids commercial and business organizations

Class IV: \$200 per day Deposit: \$150

- Any group, organization (profit/non-profit) outside the city limits of the City of Sauk Rapids

No rental for the purpose of selling merchandise or property allowed (ie: garage sales, fund raising sales, rummage sales) unless approved by council.

Rental area is confined to the community room. Use of other city hall areas are prohibited including the hallway as this may impair official city business.

The rental fee will not be refunded if the renter fails to cancel and/or use the community room the day of the reservation. Acceptable cancellations must occur at least 2 days prior to rental date.

Under no circumstances will the wall partition be opened or closed by non-city staff.

The rental hours are from 7:00am-midnight. The room is not available on New Year's Eve. Failure to be out of the community room and government center building by the time stated above will result in a charge of \$50.

Failure to be out of the community room and government center building by the time stated above, use of alcohol or tobacco, or failure to comply with any of the community room policies may result in the loss of future privileges.

Provisions: Commercial use of the facility for sales presentations, sale representatives, sales promotions, or direct sales is strictly prohibited.

Please issue one check for rental and one check for deposit.

DEPOSITS:

Deposits will be returned within the next ten (10) business day or after the room has been inspected by City staff and after any necessary deductions have been made from the deposit.

Use of alcohol or tobacco while renting the room will automatically forfeit the deposit.

Renters will be charged the staff time it takes to complete any of the items on the Clean Up Checklist and deducted from the deposit.

EQUIPMENT:

Please check off if you are using any of the following equipment and will therefore be held liable if it is not returned or if it is not returned in working condition:

Projection cord _____ Microphones _____

Voice cord _____

Signature: _____ Date: _____

Community Room Regulations Agreement:

I understand the following and agree by signing that I have read and agree to the statements below:

- Use of alcohol (in the Community room or on Government Center property) or tobacco while renting the Community Room will automatically forfeit the security deposit.
- No rental for the purpose of selling merchandise or property is allowed.
- Rental hours are from 7:00 am to midnight. Failure to be out of the community room & government center building by the allotted time will result in a charge of \$50.00.
- **No live music, DJ equipment (including lights used in conjunction with music) shall be used or brought into the Community Room. If such equipment is used, the renter will automatically forfeit the security deposit.**
- **Music after 10:00PM shall be lowered to a volume where it cannot be heard outside of the Community Room.**
- Rental area is confined to the community room. Use of other government center rooms is prohibited.
- Items on the cleaning checklist are required to be taken care of if needed, otherwise renters will be charged the staff time it takes to complete any of the items on the Clean Up Checklist & deducted from deposit.
- Rental fee will not be refunded if the renter fails to cancel and/or use the community room the day of the reservation.
- Failure to be out of the community room and government center building by the time stated above, use of alcohol or tobacco, or failure to comply with any of the community room policies may result in the loss of future rental privileges.

Signature _____ Date _____

- ✓ **PLEASE TURN DOWN THE HEAT OR TURN OFF THE AIR CONDITIONER!**
- ✓ **DROP THE KEY AND THE CHECKLIST IN THE CITY DROP OFF BOX LOCATED IN THE PARKING LOT OF THE SAUK RAPIDS GOVERNMENT CENTER.**

Thank you for your cooperation!